

Packing Quick Guide

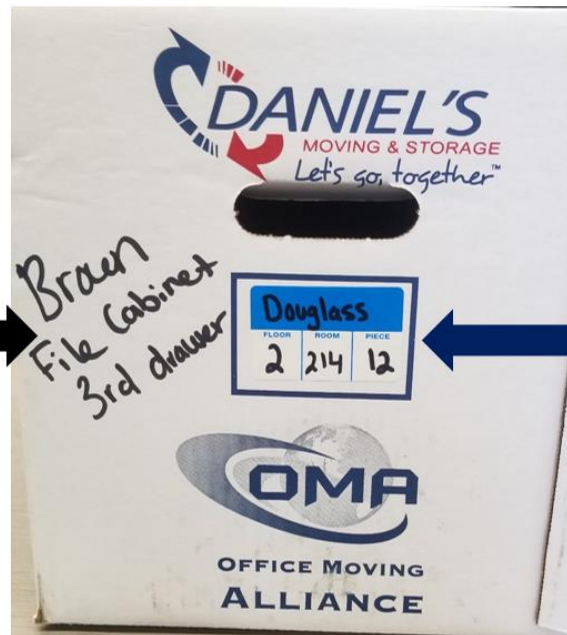
A brief overview of what to look out for while you or someone else is packing an office(s)/room(s).

- If you are packing for someone else, Speak with the occupant you are packing for to determine if they have any special requests such as:
 - Are there any items you would not like me to handle?
 - Which items are fragile and should be handled with care?
 - How would you like the boxes labeled (item descriptions)?
 - Do you have a preference on how things are packed or positioned in the boxes?

- If you are using OLD/PREVIOUSLY USED boxes: be sure to remove, cross out or cover all old labels PRIOR to using the boxes so the new labels/moving instructions are clearly read and understood.

- Properly label all boxes and furniture items. *Note: there are technically 2 types of labels:
 - **Moving Label** (stickers can be purchased from moving company): to help the movers identify the new location the boxes will be moved to. This label should have the building name, floor number and room number of the *final destination*.
 - **Packing Label** (most likely hand written): is to help the occupant identify what is in the boxes such as books, desk items, and files etc. for when they are unpacking into their new space.
 - *Sometimes sticky labels can leave a residue on furniture after they are removed, blue painters tape can be used as a safe alternative for labeling furniture or specialty items.*

Packing Label
-Identify what is packed inside the box
-To help the occupant while unpacking



Moving Label
-Building Name
-Floor number
-Room Number
-Piece Number
(Ex: box 12 out of 40)

- When packing heavy items such as books or large files, check the bottom of the boxes to ensure it will stay secured and the items will not fall out the bottom while being carried.
 - Risk Management advises that *UA employees and student workers do not lift or move items weighing more than 25-30 lbs.* Moving heavy boxes and furniture items can cause back injuries, foot injuries, wrist injuries, etc. and should be avoided at all costs. *If someone asks you to move a large item that exceeds these weight limits, please refer to our policy here.
 - It is best to spread the heavier items out into more boxes in order to prevent injury or the items from falling out of the box and being damaged.
 - Make sure boxes are assembled correctly to prevent items from falling out of the bottom. See picture below for correct way to fold the bottom of the box:



- Periodically update the appropriate staff or supervisor on the status of the packing to ensure you are on schedule for the movers.
- When packing is complete, count the number of furniture pieces, boxes and other items to make sure everything makes it to its new location. Sometimes items can get left behind in parking lots, on the truck or in hallways.
- Is there trash and recycling remaining?
 - If there are small amounts (such as a couple boxes or trash bags), they can be left outside of the room for custodial to pick up during their daily cleaning routine (putting a trash/recycle sign is advised).
 - If large amounts of trash and recycling remain, you can call FM's trash and recycling shop at 621-1264 to schedule a free pick up. If trash and recycle clean-up will exceed 1 hr, charges may apply.