

## Office Moving Preparation & Packing

Nanaimo Minute Men will provide heavy duty corrugated boxes and packing materials designed for office moving, delivered to your offices a minimum 30 days in advance of move. Delivery of materials and pickup and recycling is included at no additional charge. We can provide a complete or partial packing service to meet your needs.

### Packing

Always secure the bottoms (the seam) of moving boxes with minimum 3 strips of heavy duty packing tape. Pack all boxes to the rim. Boxes that are not packed to the rim are likely to crush when stacked which can cause damage to the items within the box (Nanaimo Minute Men recommend filling the box with crumpled paper to fill the void). Do not have items hanging or bulging out of the boxes, this prevents the ability to stack which can take more room than necessary in the back of the moving trailer. Heavy items should be placed in smaller boxes and lighter items in bigger boxes. Seal boxes once packed, the top of the surface should be flat to accommodate stacking in the moving trailer.

All the contents from the top of the desk and drawers including working papers, letter trays, books, clips, and other desk accessories must be packed. Desks will be turned on end during the moving process.

Packing cartons should clearly labelled with the destination information on the top and sides of the carton. Heavy items should be placed in smaller boxes and lighter items in bigger boxes. Seal boxes once packed, the top of the surface should be flat to accommodate stacking in the moving van.

### Do not pack the following:

- Aerosols
- Acetone
- Ammunition
- Combustibles
- Explosives
- Liquids

These items can damage your belongings and will void insurance and mover's liability. Items not to be moved should be clearly labelled "DO NOT MOVE".

### Labelling

The importance of correct labelling cannot be over emphasized. Staff should label all boxes, office/furniture equipment etc., with corresponding office numbers as listed on the floor plans. Nanaimo Minute Men will ensure all labelled items are properly moved from the current office space to the new space as dictated on floor plans to be provided to Nanaimo Minute Men.

**Labels:** Colour-coded labels will be used to identify each department and each phase of the office move. Clearly label your box on the sides and on the top as to where it should go at the destination. Remember the boxes will be stacked so it is difficult to see labels on the tops of the boxes once stacked. Show project name and phase, name of office holder and workstation number or room name at destination for every carton and piece of equipment not in a carton that you want moved.

Our low tactile self-adhesive, colour-coded labels will ensure that all items are easily identified so your Nanaimo Minute Men operational team can move these items swiftly and efficiently for distribution purposes at destination to their exact new location.

### Office Packing

Vertical filing cabinets can be moved with contents intact. To prevent files from shifting, tighten the internal drawer plate in each drawer to hold contents in place. Multiple flights of stairs without use of an elevator at origin or destination may require files to be emptied to avoid damage to cabinets. There is an inherent risk to moving filing cabinets that are full; Nanaimo Minute Men are not responsible for damage to the working parts of a vertical filing cabinet if moved with contents intact.

**Lateral file cabinets** should be emptied due to its design. Lateral file cabinets can easily damage when moved with significant weight in them.

**Ziploc bags** are great for keeping hardware and accessories organized. We recommend utilizing a separate baggie to keep accessories and hardware for desks, cabinets, bookcases, technology, etc. Baggies are also great for dumping items from cluttered draws (pens, sticky pads, clips, etc.)

**Computer equipment** should be disconnected by the company's employees or IT personnel prior to the moving crews' arrival. Pack the CPU and related equipment into provided cartons. Nanaimo Minute Men will provide special packing wrap for computer monitors and these do not require boxing.

**Copy machines** if leased are commonly moved by the leasing company. It is strongly advised to contact your copy machine vendor prior to the move to discuss options. Copy machines owned by the company should be unplugged and the toner removed to avoid spillage during transportation.