

## Example Staff Guide for an Office Move



### Guide to Moving

#### Crates:

- The main crate delivery will be approximately 1 week prior to your relocation.
- You have been allocated 2 crates per person. If you require any more than this please contact your move co-ordinator.
- Crates need to be closed. Be careful not to leave your packed crate in a walkway or a fire escape.
- The crate and IT move will take place on the Saturday.
- Please ensure your crates are unpacked by the following Wednesday as further charges will be incurred for any crates remaining on site after this date.

#### Packing:

- Pack full content of your desk, pedestal and storage unit/s and dispose of all rubbish from your surrounding area. Please Note: Bin bags can be provided and are available from your Office Manager.
- Please take any sentimental or fragile goods ie. photos etc. home for the weekend and do not pack any fragile items in crates without adequate packaging.
- If you are away on holiday during the move please ensure you have asked a colleague to pack/unpack for you as all crates need to be emptied 3 days after the move. Please make sure that once rubbish bags are full, you stack them in the main corridor away from your desk and ready for collection by the cleaners.
- Your waste bin does not need to be labelled and must be left under your desk.
- If applicable, clearly label any screen filters, monitor arms or blocks, footrests and task lights with your NEW DESK NUMBER. You may need to use sellotape to secure the label.

#### Health & Safety:

- Please do not over fill the crates. Lids must be able to close to ensure that crates can be stacked.
- Be careful not to leave your packed crate in a walkway or a fire escape.
- Crates should not be stacked more than 4 high.
- Please do not attempt to move or lift full crates yourself. Russell Fewins staff will move crates for you. Please speak to them if you need assistance.

- In the event of you being relocated to a different Floor, it is your responsibility to ensure that you are familiar with all local Fire Evacuation and First Aid Procedures. If this is not clear on arrival, please contact the office manager for more information.

### **Labelling:**

- You will be supplied with labels by your Office Manager.
- Should you require additional labels, please contact your move coordinator.
- Remove all labels not relating to your move.
- Please label both short ends of all crates with your NEW DESK NUMBER.
- Please do not overfill your crates and ensure that the lid can be fully shut flat.
- Distribute heavy material evenly between your crates – remember that they need to be lifted!
- Any items which have not been packed or labelled will not be moved.
- If you have any item that is not packable it can be left on your desk for collection. Ensure it is labelled.
- Please do not label any furniture or filing cabinets. This will be done by the move team if required.

### **Do's & Don'ts:**

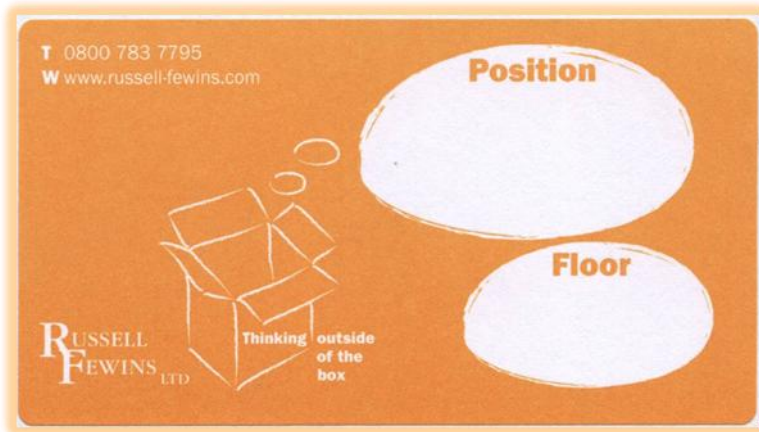
#### **Do label:**

- Crates
- Footrests
- Mobile phone chargers
- IT equipment
- Fans, lamps, heaters, kettles or any other electrical equipment
- In-trays
- Notice boards or white boards
- Printers/faxes
- Telephones
- Bins
- Coat stands
- Plants

#### **Do not label:**

- Furniture, fixtures or fittings

Your move labels will look like this:



## Telephony / Computer Equipment – IT Information for staff

### On the day of your move – what is planned and what you need to do:

- Clearly label your telephone handset with your NEW DESK NUMBER and leave it on your desk. DO NOT ATTEMPT TO UNPLUG YOUR PC/DOCKING STATION OR PACK IT IN A CRATE.
- Please ensure you label all of your IT equipment with the labels provided. This includes your monitor, keyboard, mouse and CPU with your NEW FLOOR & DESK NUMBER and leave on your desk. PLEASE DO NOT ATTEMPT TO UNPLUG YOUR PC/DOCKING STATION OR PACK IT WITHIN YOUR CRATE. THIS WILL BE CARRIED OUT BY YOUR IT TEAM.
- Remember to log off and completely shut your PC down before you leave.
- All Laptops need to be removed off-site during your move. Please do not leave them in your pedestal or storage unit.

### The Move:

- Staff must not be present during the move (Office Manager and team only). This is for health and safety and logistical reasons.

### Housekeeping:

- Please leave your desk and surrounding area clean and free of rubbish.

**PLEASE ENSURE THAT YOU TAKE ALL VALUABLES AND PERSONAL EFFECTS HOME WITH YOU!  
UNFORTUNATELY FACILITIES CANNOT TAKE RESPONSIBILITY FOR ANY LOSS OR DAMAGE TO YOUR  
PERSONAL PROPERTY DURING YOUR MOVE.**

**Visit [www.russell-fewins.com](http://www.russell-fewins.com)  
for more information**

