

MOVING GUIDE FOR STAFF

- **Crates:**
 - The main crate delivery will be approximately 1 week prior to your relocation.
 - Crates need to be closed. Be careful not to leave your packed crate in a walkway or a fire escape.
 - Ensure your personal crates are packed before leaving work on [date advised by move manager] and unpacked and ready for collection on [date advised by move manager], as charges will be incurred for any crates remaining on site after this date.

- **Packing:**
 - Pack full contents of your desks, pedestals and storage units only.
 - Take any sentimental or fragile goods ie. photos etc. home prior to relocation date 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 personal crates need to be packed in advance of the relocation and the crates need to be emptied by end of day of the relocation.
 - Clearly label your crates, desk top IT, with FLOOR AND NEW DESK NUMBER this will be provided to you in advance by your team leader.

- **Health & Safety:**
 - 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.
 - 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.
 - 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 Move Manager/Team Leader.
 - Should you require additional labels, please contact your move coordinator.
 - Remove any other labels not relating to your move as this may cause confusion.
 - Label both short ends of all crates with the Floor you are moving to and NEW DESK NUMBER.
 - 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 other furniture. Selected items being relocated will be labelled by your Office Manager.

- **Computer Equipment – IT Information for staff:**

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

 - Ensure you label all of your IT equipment with the labels provided. This includes your monitor, keyboard, mouse and CPU with your New Floor and NEW DESK NUMBER and leave on your desk. DO NOT ATTEMPT TO UNPLUG YOUR PC/DOCKING STATION OR PACK IT WITHIN YOUR CRATE. THIS WILL BE CARRIED OUT BY RUSSELL FEWINS.
 - 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 at work during relocation.