



MOVING GUIDE FOR STAFF





Introduction



Welcome to the "Moving Guide for Your Staff" – a vital resource to ensure a smooth transition during your upcoming relocation. As you prepare for the move, these guidelines focus on key elements such as crate delivery schedules, packing procedures, health and safety measures, and labelling instructions. Our experienced team at Russell Fewins Ltd are dedicated to making your move efficient and stress-free. So, if you have any questions or require further assistance, feel free to reach out to us. We understand the importance of a well-coordinated move for your team, and we're here to support you every step of the way.

The Russell Fewins Team

Delivery

The main crate delivery will be approximately 1 week prior to your relocation.

Packing crates

Crates need to be closed. Be careful not to leave your packed crate in a walkway or a fire escape.

Deadlines

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 the 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.

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.



Do not overfill 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 place a label on the back of your monitor. All your IT will then be wrapped, protected and packed into Specialist IT crates by our team.
- ✓ ***PLEASE DO NOT ATTEMPT TO UNPLUG YOUR PC/DOCKING STATION OR PACK IT WITHIN YOUR CRATE AS THIS WILL BE DONE FOR YOU.***
- ✓ Remember to log off and completely shut your PC down before you leave.
- ✓ If Laptops are left on site please ensure they are labelled. These will then be wrapped, protected and packed into Specialist IT Crates by our team.

Contact Information

Office Removals, Relocations
& Furniture Services

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