



OFFICE RELOCATIONS



MOVE MANAGEMENT



OFFICE FURNITURE SUPPLY AND INSTALLATION



SPACE PLANNING



OFFICE FIT-OUT AND REFURBISHMENT



RECYCLING SERVICES

STAFF GUIDE FOR AN OFFICE MOVE

Guide to Moving

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.
- Please ensure your personal crates are packed before leaving work on [date] and unpacked and ready for collection on [date], 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.
- Please 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.
- Please 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:

- 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.
- 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 any other labels not relating to your move as this may cause confusion.
- Please label both short ends of all crates with the Floor you are moving to and 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 other furniture. Selected items being relocated will be labelled by your Office Manager.



 OFFICE RELOCATIONS

 MOVE MANAGEMENT

 OFFICE FURNITURE SUPPLY AND INSTALLATION

 SPACE PLANNING

 OFFICE FIT-OUT AND REFURBISHMENT

 RECYCLING SERVICES

Do's & Don'ts:

Do label:

- Crates
- IT equipment

Do not label:

- Furniture, fixtures or fittings

Your move labels will look like this:



Computer Equipment – IT Information for staff

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

- 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 and NEW 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 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.

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 WE CANNOT TAKE RESPONSIBILITY FOR ANY LOSS OR DAMAGE TO YOUR PERSONAL PROPERTY DURING THE MOVE.

Visit www.russell-fewins.com for more information.