

Instructions to employees

All office furniture and boxes must be identified with our labeling system so that movers can put them in the right location. This system will be provided and explained to you by your company.

* It is important to identify correctly all your company's items, from the biggest to the smallest (e.g. file cabinets, desks, computers, printers, coat racks, plants, water dispensers, frames, etc.) in order to return them to your workstation.

* Inscriptions must be clear, wide (3 cm high) and visible from a distance.

* Labels and adhesive tape must be removed immediately after moving to avoid any adhesive residue on surfaces. Note that no label should be used on fabric and leather surfaces (ex: sofas, chairs, love seats, etc.).

* The person in charge will indicate which elements should be codified and the procedure to do so. See appendix for illustration.

* You must notify your moving company of any furniture with a marble or glass top - or made entirely of marble or glass. These items need special care and handling.

* Protective glass tops should be left on desks and each one identified with the same number as desk.

* Remove everything from drawers (e.g. desks, tables, chests) and empty file cabinet's drawers, bookcases, cabinets and displays.

* It is important that no key remains in file cabinets and desks locks. Keys must be fixed on the top or inside a drawer using adhesive tape.

* Bookcase shelves must be removed, taped together and placed in the bottom of bookcase. As for hangers and pins, it is suggested that you put them in a box to find them easily after moving.

* Partitions should be free of any objects such as notes, paper clips, hangers, pin, posters, etc.

* Frames, pictures and lithographs must be labeled individually. Smaller frames should be grouped and attached together or packed in specific boxes and labeled as well.

* Computers, printers, typewriters, keyboards, screens and other office equipment must be labeled separately the same way that other items to be moved. Calculators, connection cables and dust covers will be put in moving boxes or in plastic pockets provided by the moving company. Light bulbs will also be packed individually.

* It is important that you unplug computers, keyboards, screens, printers and fax machines and prepare it to be moved by protecting hard disk heads, sealing disk drives and removing dry ink cartridges. Wires and cables will be placed in pockets clearly identified with the workstation number. It is essential to backup all your data before moving

* Pets, hazardous wastes, corrosive, explosive or flammable materials are not allowed in our moving trucks

* Liquid and powder containers (bottles or boxes) must be closed hermetically, to avoid any accident or damage. In case of damage, the moving company cannot be held responsible.

* After moving, each employee is responsible to remove the labels on his or her own furniture and computer equipment.

* Plastic bins should be cleaned and free of label. Please gather and keep ready for the moving company to pick them up in the next few days.

* Before filling your furniture, make sure it's leveled.

* For further information, do not hesitate to contact your moving company