

PACKING AND LABELLING

REMEMBER! WE MOVE BY LABEL COLOUR AND MOVE NUMBER ONLY

Do's

- ❑ Pack in boxes everything you want moved. The movers will put larger items that you have labelled in carts.
- ❑ Empty and pack contents of all furniture, storage cabinets, file cabinets, pedestals and overhead bins.
- ❑ Bring all personal items (including personal plants) home and then bring them back to new location. The company is not responsible for moving personal items.
- ❑ Pack all the contents of filing cabinets into boxes, except for staff that will be moving their existing file cabinets. Janice Wong and Bev Nilsson will label any existing file cabinets and let staff know how to pack them. Some file cabinets will be re-deployed elsewhere.
- ❑ Leave file cabinet keys taped to the front of the top drawer. (if available)
- ❑ Place one label on one end of the tote. **DO NOT place label ON TOP.**
- ❑ Label each individual piece of computer equipment and leave it on your desk.
- ❑ Label every item you want moved into your new area (use tape if necessary, on plastic and fabric).
- ❑ Make sure your move number is on all your labels.
- ❑ Count and number your boxes only as follows: 1 of 6, 2 of 6, and 3 of 6. This format will assist you and the movers with tracking all your boxes.
- ❑ Return keys for your offices to facilities prior to leaving the premises.
- ❑ Place a label on your existing desk chair.
- ❑ Label your recycling bin and garbage can. Please empty both before your move.

Don'ts

- ❑ **Do not** label any furniture; Janice Wong and Bev Nilsson will label any existing furniture moving to new site.
- ❑ **Do not** label any copiers or printers – IT or Bev Nilsson will label these items.
- ❑ **Do not** label any fridges or microwaves – Janice Wong or Bev Nilsson will label these items
- ❑ **Do not** label any personal items. Take them home and bring back them after the move. Neither ECUAD nor the moving company is insured for such items, including pictures, personal art, antiques, plants, posters and toys.
- ❑ **Do not** pack any of your computer equipment; the IT dept will disconnect and the movers will handle the packing of these items.
- ❑ **Do not** leave totes open or overstuff them.
- ❑ **Do not** repack items already packed in other cardboard boxes. Just make sure the boxes are taped closed and have a moving label on either side of the box.
- ❑ **Do not** pack your telephone – they will be supplied at new building

LABELLING

Proper labelling is the ***most important*** aspect of any successful move.

Movers	DLO for early and main moves, Heritage for the library only.
Move Labels	Placed on all items moving, mover will not move items not labelled.
Move Label Colour	It is of utmost importance that you use only the colour label that came with your move letter and move database;
Move Number	Each workstation, office and common area in the new building has been assigned a unique move number that is used to identify the destination of items upon their arrival.
Labels	Place one label on each item moving;
Keyboards	IT Dept will be bagging these in pre-labelled keyboard bag;
Telephone	IT will be supplying phone at the new building
Speakers	Place a label on top
Monitors	Place a label on top
CPU	Place a label on faceplate
Docking Station	Place one label on top
Any External Device	Place a label on top of items.
Printers/Faxes	IT will label any network printers and faxes. Label any personal printers
Copiers	IT will label any copiers moving over to the new building
Boxes	Place one label on either side of the box NOT ON TOP
Furniture	Jancie Wong and Bev Nilsson will be labelling any existing furniture moving.
Chairs	Janice Wong and Bev Nilsson will be labelling any existing chairs moving to the new building.
Common Areas	You will be responsible for packing and labelling all common area contents in your areas: ask your move coordinator for the correct move number for these items.

EMPLOYEE INFORMATION PACKAGE

Introduction

This package is designed in order to assist you in the upcoming relocation of your office furnishing and equipment. These instructions are provided for your information and benefit and if followed, will help make the transition more efficient.

These recommendations were created in order to help minimize the overall “downtime” associated with this type of relocation. Our goal is to complete the move with zero down time.

If there are items not specifically addressed in these pages, please contact your Move Coordinator first as the matter may have already been addressed.

PREPARATION FOR THE MOVE

The mover will be supplying colour coded, self-adhesive labels in sufficient quantity to properly identify all items to be relocated and to indicate their placement within the new premises. These labels are to be used in conjunction with the floor plans of the new premises and represent specified floors.

It is crucial that every item to relocate is appropriately labelled and in accordance with the assigned space within the new premises. Any items not labelled will not be moved.

You will be responsible for packing up your personal area and labelling your own totes. You will also be responsible for packing up all your common areas i.e.: supply rooms, kitchen copy room and common filing cabinets.

These labels are complete with a quick release adhesive that will adhere to most surfaces without problem, yet are easily removed after the relocation is complete.

CARTONS, CONTAINERS AND PACKING

The mover will deliver all totes and packing materials prior to your move dates, and place throughout the floor. Your move Coordinator will outline the details regarding the packing materials.

Please note the movers use special computer carts and will be packing all the computer equipment after the IT Dept has disconnected. You will each be responsible for labelling all your computer equipment. If you have any questions on how to label your equipment, contact your Move Co-ordinator.

When packing the totes it is important that the contents do not protrude above the open top of the container. Use zap straps to secure your totes if required.

DO NOT mark the totes with anything other than the labels provided. Make sure to place the label on one**SIDE** of the tote **NOT** on the top.

When packing desk top items, breakable or small containers with liquids, wrap each item in packing paper (provided) and ensure that all contents are tightly packed within the container.

Smaller items such as pens, paper clips utensils etc. should be placed into envelopes prior to packing within the container.

All packing must be completed before your move time, in order to ensure a smooth start and efficient flow.

PICTURES, PAINTINGS, ARTWORK

Emily Carr owned pictures and painting will be moved by an outside vendor. Any personal pictures or paintings staff will have to move themselves. If you are unsure whether artwork is Emily Carr owned, please contact Cate Rimmer (crimmer@ecuad.ca or ext. 3809).

PERSONAL BELONGINGS

The contract with the movers is primarily for the assets of the company; personal belongings should be removed or relocated by the employee.

VACATIONS OR ABSENTEES

Staff going on summer holidays should have their offices and affiliated responsible areas packed prior to their departure.

DURING THE RELOCATION

Unless you have been assigned to be on site during the relocation, you will not be allowed on to the site until **after your move to** unpack. Despite their best intentions, additional personnel can add to the occasional appearance of chaos during relocation and can impede the move squads' performance.

AFTER THE RELOCATION

Immediately upon return to work, confirm that all your equipment is in working order and you have received all your boxes. Unpack as soon as possible and break down and stack your empty boxes, where "STACK EMPTY BOXES HERE" is posted.