

PACKING PROCEDURES

1. All individuals must pack their belongings: books, papers, and personal effects in boxes clearly labeled with their name and destination (building and room number). Please note on respective boxes any required special instructions such as fragile, glass, etc...

NOTE: ***Recommend that valuable or fragile items be personally hand carried to your new location.***

2. BOXES must be PROPERLY and SECURELY assembled. Please read the carton assembly instructions on the boxes. The 1.5 boxes are securely assembled and fastened with tape. The 2.3 legal boxes are assembled by interlocking the lids following the carton's assembly instructions. **Contents of cartons not to exceed 50 pounds.**
3. **CLEARLY LABEL** all boxes
4. All computers are to be disassembled and ready to move. Please pack power cords, wires, key board, mouse, pads, and other small items in a properly labeled boxed. Be sure to label your computer hardware (monitor, hard drive, etc...) with your name and destination (building and room number).
5. All contents from **lateral** file cabinets, desk drawers, bookshelves, etc...must be emptied and boxed. Regular **upright file cabinets do not** have to be emptied. Please make sure file drawers are locked and/or secured to prevent opening during relocation.
6. **CLEARLY** ID/label your furniture, cabinets, and book shelves, (all furnishings) with your name and destination (building and room number).
7. IF APPLICABLE each room must provide a simple furniture layout for proper placement at new location.
8. **RECYCLING:** ***PROPERLY SORT ALL ACCEPTABLE RECYCLING MATERIALS (mixed office papers, magazines, journals, books, newspapers, etc...). These items can be placed in the building site recycling containers. Clear bags can be provided by the custodial departments for larger quantities. Do not overload bags and limit weight to no more than 30 pounds.***
Note: ***Manila file folders can be recycled in with the mixed office paper containers. Only the manila colors file folders.***

Contact me if you have any questions.

Vince DiLoretto, Ext. # **4182**