



## OFFICE RELOCATION INSTRUCTIONS

The placement of your office furniture at the new location is done by number and color - - NOT by name. This color-coding is aimed at expediting the placement of each item at your new location regardless of its location at the time of the move.

You will be assigned a department number, location number and tag color. You will be assured of retaining all articles belonging to you if each article is labeled with your specific location number.

LABELS WILL BE SUPPLIED BY YOUR DEPARTMENT HEAD

### **Desk & Credenza**

- Small objects are to be placed into a manila envelope (pens, paper clips, tacks, etc.).
- Remove all contents and pack into cartons.
- Wrap breakables in clean white newsprint.
- Desk pads, desk trays, typewriter stands, and trash receptacles should be individually labeled.
- Detach, or have detached, any lamps, computers, telephones, adding machines or other devices.

### **Stationery & Storage Cabinets**

- Empty and pack items into tote cartons.
- Label each carton with the new location.

### **File Cabinets - General**

- Unbolt prior to relocation – if necessary Hollander can provide labor to accomplish this task.

### **File Cabinets – Vertical**

- Files will be moved with the bottom two (2) drawers intact. Other drawers must be packed into tote cartons and labeled.
- Label and move pressure plates forward to secure contents.
- Secure all locks and place keys in an accessible location.

### **File Cabinets – Lateral**

- All contents should be packed into tote cartons.
- Files should be secured and keys placed in an accessible location.

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1801 Pratt Boulevard  
Elk Grove Village, IL 60007  
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**Bookcases**

- Empty and pack all items into tote cartons and label.
- Files should be secured and keys placed in an accessible place.

**Clip Shelving**

- All contents should be packed into containers.
- Disassemble units. (Hollander can arrange this service if requested in advance.)
- Individual shelves should be labeled.

**Office Machines**

- All computer equipment, facsimile machines and copy machines should be serviced by the manufacturer.
- Unbolt all equipment from stationary objects and office furniture.
- All wiring should be disconnected, labeled, and packed into cartons.
- Computer mouse, keyboard and detachable cords should be wrapped and labeled.
- Typewriter margins should be moved to the center.
- Dust covers should be packed into tote cartons.
- All machines should be individually labeled.

**Artwork**

- Small items should be wrapped into clean white newsprint and packed into cartons.
- Valuable artwork such as statues or paintings can be professionally packed by Hollander.

**Plants**

- Small plants should be handled personally. Hollander will move large plants at owner's risk.
- Rental plants should be moved by the rental company.

If you have questions that are not addressed in this document, please bring them to the attention of your department head or assigned move manager within your company.

In addition to commercial relocation, Hollander provides residential moving services and would be pleased to provide you with quotations for any moving and storage needs which you may have. We appreciate the opportunity to work with you and your company.

Visit us on the world wide web at [www.hollandermoving.com](http://www.hollandermoving.com)!

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NAME: \_\_\_\_\_  
TAG COLOR \_\_\_\_\_  
DEPT. # \_\_\_\_\_  
LOCATION \_\_\_\_\_

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