



## ANCHOR – PREPARATION GUIDE FOR EMPLOYEES

Any article or item that is to be moved as a separate unit must be tagged. This includes wastepaper baskets, desk floor mats, pictures, easels (wall or standing), desk returns, glass tops, etc.

ANCHOR MOVING & STORAGE 1510 Village Court Edgewater Park, NJ 08010 1-800-292-0026		
FLOOR	ROOM	PIECE
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Desks and desk returns should have the color-coded tag placed on both pieces. Any other items that require disassembly should have tags placed on all parts, as is practical.

Refer to the attached instructions for the proper placement of our tags.

Color-coded tags will be furnished for packing of desk contents, credenzas, stationery cabinets, contents of shelving units, bookcases, etc. are our two-cubic-foot, self-sealing "Tote" cartons. The dimensions of these cartons are 24"x12"x12". We suggest that the "Tote" cartons be packed to within one to two inches of the top of the carton to allow top flap of cartons to be sealed.

Anchor can also provide twenty-cubic foot Speed Pack cartons for packing of bulk stock, plants, lamps and shades, large pictures or paintings. The dimensions of these cartons are 48"x28"x24".

File cabinets with locks should be locked and department heads should retain the keys for the locks in a safe place. For those cabinets that have locks but no keys, special note should be made to our supervisors to make sure they are not locked in transit.

All file cabinets that are bolted together must be unbolted prior to moving. Anchor will discuss these requirements with your move coordinators.

Business machines such as copiers, postage machines, servers must be serviced prior to and after a move.

Steel shelving should be broken down into movable units, normally into a maximum of four-foot wide units. Clip shelving should be completely disassembled or each shelf must be tied to corner post on all four corners of each shelf. It is very important to check ceiling height in your new quarters to be sure that oversize shelving units will conform.

## **PACKING AND LABELING INSTRUCTIONS**

### General

1. Remove ink and other liquids, mucilage, etc. from furniture and place in packing cartons. Caps must be turned on tight to prevent leakage. Morriset desk pen and ink sets must be emptied.. Bottles should be wrapped with Paper towels or dust cloths to prevent breakage and packing in an upright position.
2. Glass bases of pen sets, water carafe sets, etc should be wrapped with paper towels or dust cloths to prevent breakage and laced in packing cartons.
3. Small articles such as pencils, pens, scissors, paper clips, erasers, rubber bands, ect. should be placed sealed envelopes which may be packing in desk or file drawers.
4. Place letter trays in packing cartons. Multiple tray assemblies should be taken apart before packing.
5. Place coat hangers in packing cartons. Wrapping is not required unless there is danger to other content of the box.

6. Each carton is to be packed tightly to prevent damage and disarrangement due to shifting. In some instance, it may be practical to pack the partial contents of adjacent furniture or furniture to be located in a private office, into the same carton. This will conserve space and protect the contents during transit.

7. Personal property of value is not to be left in desks. Moving of plants, planters, vases, lighters, briefcases, desk clocks, galoshes, umbrellas, chair cushions and other personal property is the responsibility of the employee.

8. In the event that keys are not available to lock desks or files, the drawers should be taped shut, and the cylinder lock of files should be taped open to prevent inadvertent locking. Keys are to remain in the possession of the employee who uses or is assigned responsibility for the locked items.

9. Place the identification label in accordance with instructions. Your coordinator will assign the numbers to be used.

10. Each packing carton containing contents of a desk, table, cabinet or bookcase is to be given the same identifying number as the piece of furniture from which the contents were removed with a letter suffices.

11. Equipment used on desks and table such as typewriters, calculators, file boxes, etc. are to be labeled and coded with the same number as the time with which they are normally used.

12. Items for which no specific location of the identification label has been given should be labeled on any flat, easily visible surface.

### All Desks

Desks may be moved on end and certain precautionary measures and preparations are required. To prevent the contents of the desk from becoming disarranged, place loose papers, stationery, carbon paper, cards, etc., in large sealed envelopes.

### Tables

Remove all contents and place in packing cartons.

## File Cabinets

Vertical file cabinets will be moved with contents intact. The sliding guide at the back of each drawer should be tightly against the files. We recommend lateral filing cabinets be empty, however you may elect to leave the bottom two drawers full.

Remove and secure any keys from locks

## Supply Cabinets

Remove all contents and place in packing cartons.

Observe the instructions for small articles and liquids.

## Typewriters and Office Machines

Place the identification label on a flat surface on the top of the machine.

Detachable cords are to be removed and placed in desk drawers or packing cartons. Non-detachable cords are to be wrapped around the machine and secured with masking tape. Since extension cords used in these buildings will not necessarily be required in the new location, all extension cords would be given to your coordinator for placing in a separate carton and returned to the appropriate department.

Typewriters and office machines being used on moveable stands can remain on the stand, but both items should be identified.

## Bookcases

Remove all contents and place in packing cartons.

Move both pieces of glass to one side and tape the glass together with masking tape.

Remove pegs or lock assembly, place in envelope and place in desk or packing carton.

## Drawing Tables

Place label on front of top side drawer. If unit has no drawers, place on any flat, easily visible surface.

Dazor lamps are to be removed and identification labels are to be placed on top of the lamp, using the same number as drawing table. Dazor lamps are to be folded and taped in groups of five.

Remove straight edge, label with same number as drawing table and wrap carefully to prevent damage to the edge. Where a group of tables are to be removed from the same area, the straight edges maybe wrapped and then tied together as a further protection.

Drawers are to be locked when possible or taped shut.

# OFFICE FURNITURE

