SEH Moving Instructions and Tips

In order to make your move as smooth and seamless as possible, please adhere to the information listed below regarding packing and labeling your belongings.

General Need To Know

- Only take items that you need to the new building. Prior to the move, properly dispose of unneeded documents, files, records, and other miscellaneous items.
- All filing cabinets, storage cabinets, desks, and credenzas must be emptied prior to the move. This also includes small loose items such as pens and paper clips, especially since desks and credenzas are placed on their sides on the dollies.
- You are responsible for moving plants, any liquids, and personal items that you deem irreplaceable.
- Your existing location must be free of trash, debris, storage and reuse items upon completion of the move.
- Be sure to disassemble your empty boxes or stack your empty crates at the new location. Your Admin POC will provide information as to what to do with your empty boxes and crates.

Crates

- Crates will be issued with a dolly. Each dolly should not have more than 4 crates stacked on top.
- To pack the crate - start by placing the dolly on the ground. Put the empty crate on the dolly. Heavier objects should be placed in the lower crates. After the crate is full, close the lid and place the next crate on top.
- All crate lids must completely close.

Boxes

- Do not make the boxes too heavy. Files and desk accessories should be placed in the standard move boxes and books in the book boxes.
- Do not over pack the boxes. The flaps on the boxes must be closed and lids must fit securely.

Labels

- All items must have a label on it. Labels will be provided when your crates are delivered. For example, if you have a desk with a return, be sure to label both the desk and the return or if you have a bookcase, also put labels on the shelves.
- If you run out of labels, please ask your Admin POC for more. Each color of labels has a specific meaning and location associated with it. Therefore, only use the color of labels given to you.
- If the labels are not sticking to the boxes, crates, or furniture, place a piece of scotch-tape over the label.

Items Requiring Disconnection: Furniture, Computers

- Do not pack your computer or printer in a box or a crate. They will be placed on special electronic carts. However, you must place labels on all of your devices including: your tower, monitor and telephone. You will be given large plastic bags for your keyboard, speakers, cords and wires. Put all of these items in the large plastic bag and seal it. Attach a label to the outside of the plastic bag.
- All furniture, boxes, lamps, items, etc. must have labels. Please talk to your Move Coordinator on how to dispose of things you are not taking to your new location.