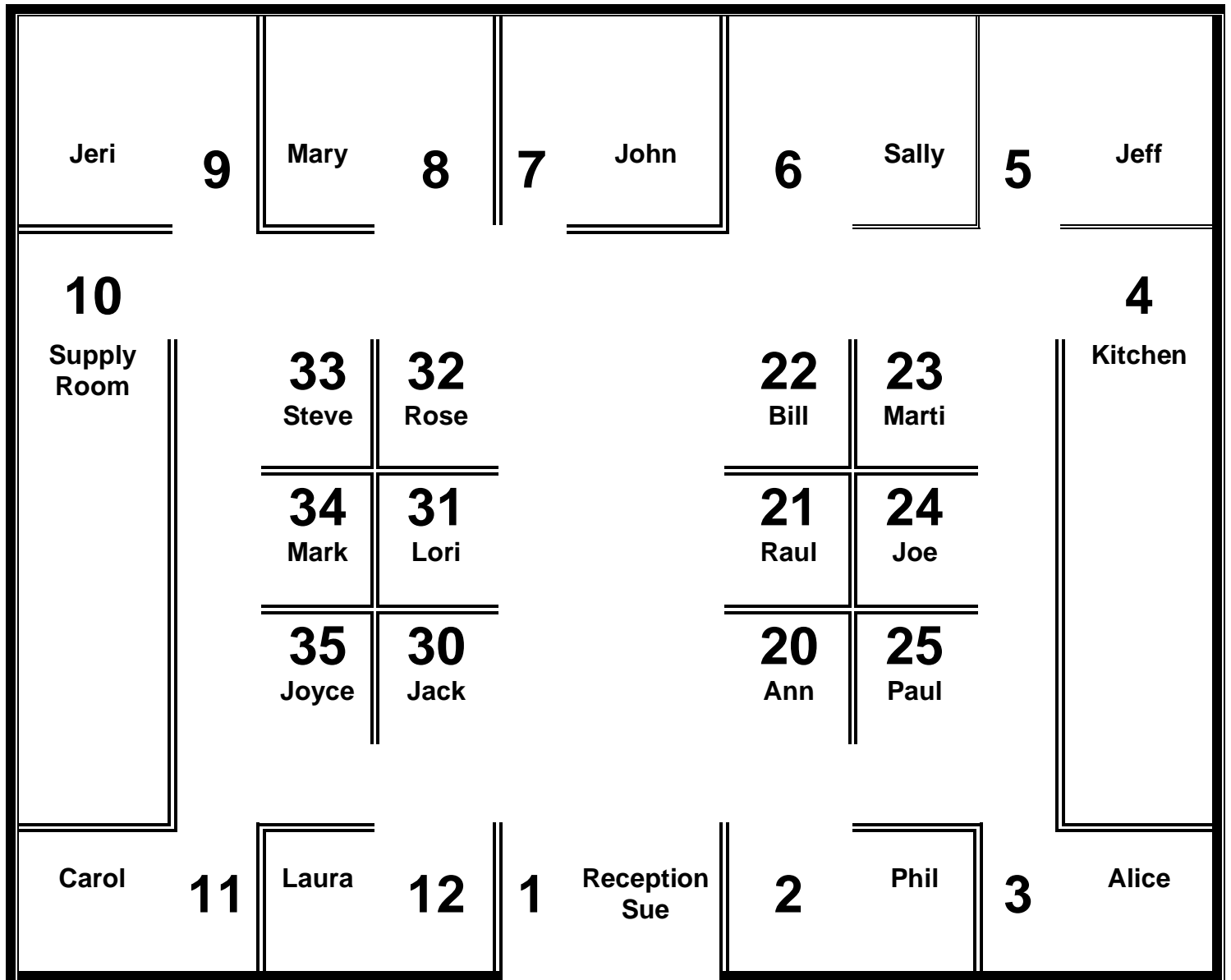


SAMPLE MASTER FLOOR PLAN

To be placed at entrance to building or offices

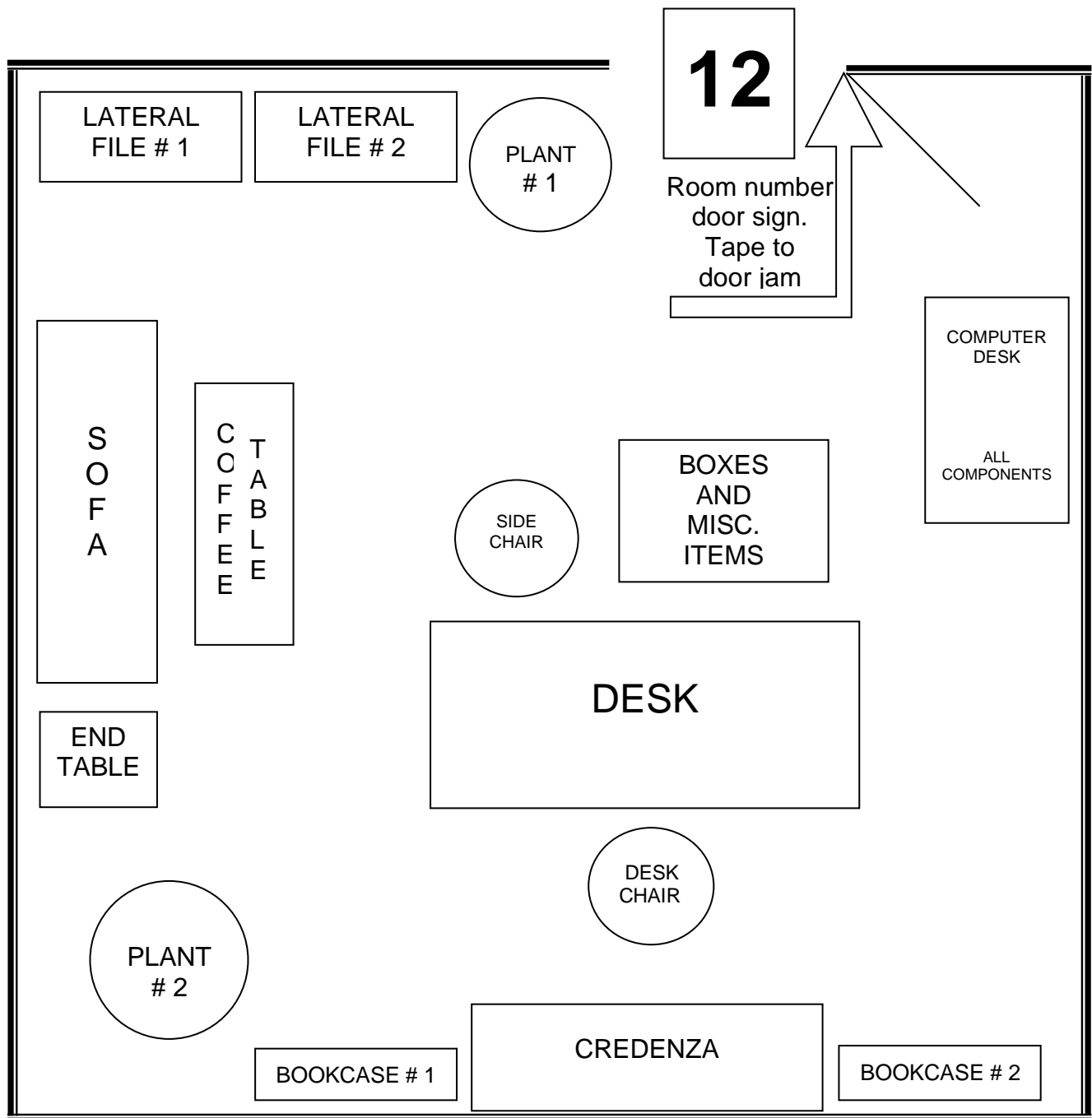


IMPORTANT!

1. Label all items to be moved with the destination room number, not name.
2. On door jam of each room or office tape an 8 ½ x 11 sheet of paper showing the room number.

SAMPLE ROOM FLOOR PLAN

(To be attached to light switch or wall inside of each office, room or area)



Note: Room maps do not have to be computer generated or printed. A simple **hand drawn map** for each room showing placement of furniture will be adequate. Make sure to show the door as a point of reference.

ROOM #

12

Sample room number to be taped to door jam just outside each office or room so **ABC** personnel know where to bring all items labeled "Room 12".