

# ABC OFFICE MOVING SYSTEMS

PO Box 9726 \* Canoga Park, CA. 91304 \* (818) 745-2542 \* (805) 842-1212 FAX  
website – [www.abcmovingsystems.com](http://www.abcmovingsystems.com)

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## PACKING AND LABELING INSTRUCTIONS PER INDIVIDUAL EMPLOYEE

### GENERAL PACKING INSTRUCTIONS:

1. Pack heavy items such as paper and books into small cartons. Lighter, bulkier items are packed into medium or larger cartons.
2. Fragile items should be wrapped in paper or bubblewrap before putting into cartons. Use heavy-duty cartons for fragile items.
3. No open top boxes. All cartons should be closed or sealed on top. Fill all cartons to the top if possible. Half packed cartons tend to crush when other cartons are stacked upon them.
4. **Please do not write on rental boxes provided by ABC.** If you need to note the contents of a box either print or write on a label or sheet of paper and adhere to box.
5. If you have been provided used rental cartons, either remove any previous labeling or place your label on top of any previous labeling.

**IMPORTANT! FURNITURE ITEMS MADE OF PARTICLE BOARD:** These items must have their contents packed. Particle board furniture is often not constructed well enough to move with contents intact. **ABC** has no liability for damage to these items if contents are not packed.

### DESKS, CREDENZAS, SUPPLY CABINETS, DESKTOPS AND TABLETOPS:

1. Pack all items into cartons unless directed otherwise by ABC's Project Coordinator.
2. Clear top surface and pack into cartons.
3. Pack heavy items such as paper, books and manuals into smaller cartons ONLY.
4. **Please do not write on rental boxes provided by ABC.** If you need to note the contents of a box either print or write on a label or sheet of paper and adhere to box.

### FILE CABINETS:

1. For **lateral file cabinets** (about 3 feet wide as you face them) all contents should be packed into cartons. Paper weight can put undue stress on lateral file cabinets during the moving process. **ABC Office Moving Systems** has no damage liability to lateral file cabinets if customer does not pack contents.
2. For **vertical file cabinets** (about 14 to 16 inches wide as you face them) **ABC Office Moving Systems** can often move them contents intact – subject to limitations below.
3. There are 4 cases where file cabinets **MUST ALWAYS** be packed in their entirety.
  - a. When file cabinets must be carried or dollied up or down staircases.
  - b. When file cabinets are made of wood, instead of metal.
  - c. When file cabinets are fireproof file cabinets (extra heavy).
  - d. **Flat-map / plan** file cabinets must have their contents rolled up and put into tall cartons.
  - e. In any of these cases file cabinets **MUST BE** packed in their entirety.
4. Any specific requirements will be brought to your attention by **ABC's** project supervisor or rep.

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5. It is not necessary that you lock your file cabinets as **ABC Office Moving Systems** may stretchwrap them to prevent accidental opening. However, give the keys to any file cabinets or locking desks to one of your company supervisors who will be available during the move. **IMPORTANT NOTE:** ABC has no liability for locks on any cabinet or desk in the event they accidentally become locked during handling or transport.

### PERSONAL ITEMS

1. Employees are responsible for personal belongings such as certificates, diplomas, pictures, personal plants, etc. **ABC** will provide cartons, however we recommend that each employee pack and move their personal items.
2. **Please do not write on rental boxes provided by ABC.** If you need to note the contents of a box either print or write on a label or sheet of paper and adhere to box.

### COMPUTERS and COMPONENTS (PC's, monitors, terminals, printers, keyboards, typewriters, etc.)

1. Disconnect all removable cords / cables and identify as necessary. For non-removable cords bundle and secure with either rubber bands, zip or twist ties, or Velcro strapping.
2. Pack all removable cords / cables into a separate carton. Also, if possible pack into the same carton small peripherals such as keyboard, mouse, phone, speakers, etc.
3. **IMPORTANT:** Clearly label and identify that the carton contains computer cords / cabling and peripherals.
4. All USBs, backup drives, CD's, or other software are to be moved by you. Move these items with your personal items, or give them to your supervisor for moving.
5. **ABC** will carefully move each component in our specialized computer carts for safe transportation.

### BOOKCASES:

1. Check with your in house move coordinator to see if ABC Moving will be using library carts to move contents of certain bookcases.
2. If not, pack contents of all bookcases into cartons.

### PICTURES AND PLANTS:

1. Small pictures such as desktop pictures, diplomas etc. should be packed vertically into cartons. Be sure to wrap in paper prior to packing, if glass or fragile.
2. Larger pictures just leave on the wall. **ABC** will move them in picture carts or pad wrap in truck.
3. High value pictures should be packed into standard picture cartons.

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4. ABC will move small plants on our gondola carts and larger plants on 4 wheel dollies. Just leave them where they are, or you may pack small plants into cartons. Do not water a few days prior to move.

### KITCHEN

1. Remove icemakers from refrigerators. Pack all contents of any refrigerators. Remove water from coffee machines and water coolers. Microwave ovens merely need the glass plate packed, otherwise they can be moved as they are.
2. Fragile items should be wrapped in paper or bubblewrap. Pack all plates and glasses vertically. **DO NOT LAY GLASS FLAT!** Use heavy-duty cartons for breakable items.

### ROOM MAPPING:

Each employee should have a map for his or her destination office showing the location of each furniture item within the office. Check with your supervisor to see to whom this responsibility will be delegated.

A simple computer generated or hand drawn map on a standard piece of paper will be adequate. Show where to place any desks, file cabinets, credenzas, chairs, etc. Also show an area where we can place all cartons. **IMPORTANT !** Make sure your map shows as point of reference any doors or windows.

### TAGGING AND LABELING:      **IMPORTANT! LABEL ALL ITEMS BEING MOVED**

**Note:** If you have used rental cartons remove any old labels prior to affixing your labels.

Each person should be assigned a specific room number or location code based upon where destination location. **Print or write your assigned room number on all labels and affix to all furniture, equipment, and cartons to be moved** as follows:

1. Cartons – remove any previous labels if you have used cartons - place tag on one **short side** of carton. **Please do not write on rental boxes provided by ABC.** If you need to note the contents of a box either print or write on a label or sheet of paper and adhere to box.
2. Desks, Credenzas, Bookcases, Tables, and other furniture items - adhere tags on top near a rear corner as you face item. Use low adhesive labels for all furniture items.
3. File, Supply, and Storage Cabinets - place tag on front upper left corner.
4. Chairs - place tags on most visible wood or metal surface
5. Electronics -place tag on top of monitors, CPUs and other electronics or components.