



EMPLOYEE CHECK LIST

Be sure all labels are visible to the mover. Do not place labels on fabric.
For fully upholstered furniture, place the label on wood or plastic. Place labels on the sides of cartons so when cartons are stacked labels are visible.

1. Is your desk empty?
2. Are your supply cabinets cleared?
3. Are all wall items labeled?
4. Are breakable items properly packed?
5. Is the equipment in your office disconnected?
6. Has the data on your computer been backed up?
7. Are your computer components properly disconnected and labeled?
8. Are all liquids drained from your equipment?
9. Are your desk pads and chair pads tagged?
10. Is everything properly tagged and marked?
11. Is the condition of your furniture carefully checked and recorded?
12. Are labels placed in a visible area?
13. Are all shelves in bookcases labeled, are pegs removed and packed?
14. Is your new office floor plan complete?
15. Are your new office doors marked?
16. Are the diagrams of your new office posted at the new location?
17. Are your labels on the ends, not on the top of your cartons?
18. Are your floor mats labeled?
19. Are your art pieces labeled?
20. Are your lamp shades labeled on the metal shade holder?

AFTER THE MOVE

Unpacking Your first concern will be to get unpacked and back to normal operating routine as quickly as possible. As soon as you have completed unpacking, open your Tyga boxes and stack them inside each other then roll out of your office into a central location for removal from the offices. If using cardboard cartons, flatten them down into their original position and move to a central location for removal.

Damage Claims Although the movers will exercise extreme care, some damage may still occur. Prior to establishing a claim, you and your move coordinator must be familiar with the condition of the furniture or equipment to know if damage occurred during moving. If damage has occurred, please notify your move coordinator.