

Labelling

1. Label should be marked with a black felt-tipped marker.
2. For moving purposes, each workstation and private office, as well as other areas, has been numbered to assist the moving company. These numbers identify your location in the new building.
3. Every article being moved to the new location must have a move label identifying the location in your new office. If the article separates into pieces, each piece must have label. This includes chairs.
4. When affixing labels to the file cabinets that are to be placed in rows, ensure that cabins are marked in the order they are to be placed in the new location.
5. The labels do not adhere securely to upholstered furniture, in such cases, the labels should be affixed to the metal or wood armrests of the chair with upholstered backs. Where arms are upholstered, the labels can be applied to the chair legs or shafts.
6. Chair cushions and sofa cushions should be labelled as they may become separated during the move. Labels should be pinned on if necessary or attached with a string.
7. All items for each employee should be marked with the proper location number. This includes your desk, chair, desk blotter, file cabinet and to the boxes containing the contents of your desk and cabinet. Boxes should be numbered ON THE SIDE (not on the top).