

What is my number?

- Your move coordinator will provide you with a number to identify your contents and equipment for your location. Be sure to put your number on all your labels.

How to pack?

- Begin packing by placing (1) blue crate onto (1) yellow dolly to allow for easy mobility throughout the packing process. Crates are to be stacked (4)-high per dolly which can include multiple numbers as Bar Green Services will move and re-distribute the crates according to labels.

What to pack?

- **Desk/Pedestals/Drawers/Filing Cabinets/Overhead Bins/Bookcases:** Completely empty your pedestal, desk drawers, filing cabinets and bookcases into crates and place label on front of crate, *not the top*.
- **Desktop Items:** Ensure all desktop and personal items are placed into crates. If you have an irreplaceable personal item at your desk please take that item home with you.
- **Workstations:** Workstations will be lifted that are not against walls. Please Clear all desktop items inside provided crates and label with correct number.

What to label?

- Please label all of your crates and belongings with number provided. Please place one label on the **end** of each crate, ***not the top***. Crates can be stacked (4)-high. Please share dollies.
- Please shut down your computer at the end of the day and place a label on your computer bag. Please place keyboard, mouse and all cables into computer bag. Anything that does not fit into computer bag, put a label on it. **DO NOT** place labels on your monitor screen or phone screen.
- Anything that needs to be moved needs to have the correct label on it.
- Please discard any and all belongings that you do not wish to have moved to your new location – do not leave them in your old workspace.
- Everything that will fit into a moving crate should be in a moving crate **with the top closed**. Anything else that is to be moved should have a label on it.
- **IF IT DOES NOT HAVE A LABEL IT WILL NOT BE MOVED.**

Please contact your move coordinator with any questions or concerns. Thank you for your assistance!

