



Commercial Relocations - Modular Installations - Furniture - Liquidations

866.754.6683 or 781.245.668327

Water Street, Wakefield, MA 01880

www.diamondrelocation.com

## Pre-Move Plan and Information Packet

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Move Coordinator: \_\_\_\_\_ Destination Location Number: \_\_\_\_\_

This memo is intended to outline the sequence of events that will occur as you prepare for, and execute your relocation. We can not overemphasize that you are the most important factor ensuring a trouble free and successful move to your new office. By following the guidelines presented in this packet you can be assured of a successful move.

Your move coordinator will provide you with the following:

- ✓ Move dates and time schedules
- ✓ A **Destination Location Number** per a blueprint or floor plan for your new office
- ✓ Your Destination Location Number must be used on all moving labels for your office
- ✓ Please hang the **attached New Office Floor Plan** on your doorframe

It is vital that you be completely packed and your office ready to move by the given time. It is to your advantage and the companies to dispose of any unwanted or outdated materials prior to packing boxes, crates, and cabinets.

**Remember....The less you bring, the less you have to pack, and the less you have to unpack**

Card board boxes or covered crates will be made available to you for packing the following items:

1. Any items small enough to fit in a box or crate
2. Contents of your desk with small items such as paperclips, staples, pens, pencils, etc sealed in envelopes or small boxes before packing in crates
3. Contents of your credenza, bookcases, and storage cabinets
4. Filing cabinets addressed on a per move basis
  - ✓ If cabinets need to be carried up or down stairs all drawers must be emptied
  - ✓ Most vertical files can be moved full
  - ✓ Depending on type of lateral file cabinet, you should empty all drawers

It is recommended that all **personal items** of value or sentiment be taken home before the move and brought to your new location after the move.

**All boxes, crates, cabinets, etc being moved must be properly labeled with your Destination Location Number**



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### **Labeling Procedures:**

- ✓ You must affix a label (address) with Destination Location Number to everything being moved
- ✓ Any items which have been disassembled must have each part/component labeled
- ✓ Don't forget to label items in conference rooms and storage rooms
- ✓ A guide to proper locations of moving labels is included in this packet

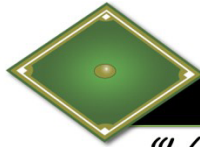
### **Furniture:**

- ✓ **File Cabinets:**
  - ◆ Lock the cabinet if you have a key
  - ◆ If there is a lock but no key put tape around the lock so it can NOT be pushed in
  - ◆ If the cabinet can not be locked tightly, secure all the drawers with tape
- ✓ **Bookcases:**
  - ◆ Bookcases with adjustable shelving supported by pins or clips require special preparation
  - ◆ Remove & Label each shelf and place at the bottom of the bookcase
  - ◆ Place all pins / clips in a sealed envelope and tape envelope to inside of bookcase
- ✓ **Computer (CPU) Equipment:**
  - ◆ Disconnect all cables from the wall and CPU
  - ◆ Place all cables, cords, mouse, keyboard and other accessories in a keyboard bag if provided.
  - ◆ Label the bag, monitor, and CPU separately but DO NOT PACK them.
- ✓ **Whiteboards and pictures:**
  - ◆ Unfasten anything that is secured to the walls before moving day.
  - ◆ Contact your move coordinator if there are wall items that you want Diamond to remove and reinstall at your new location.
  - ◆ Label all items removed from the walls

**Questions ??? Speak with your move coordinator. Please do not wait until moving day.**

### **Staffing:**

Sufficient supervisory personnel from your company need to be present at both departure sight and destination sight on moving day.



# DIAMOND RELOCATION

*"We Cover all the Bases"*

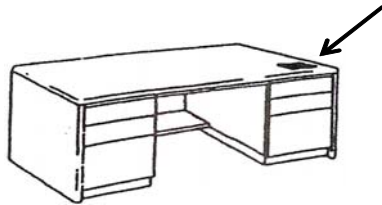
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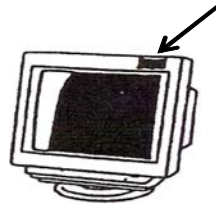
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## Label Locations



Desks



Computers



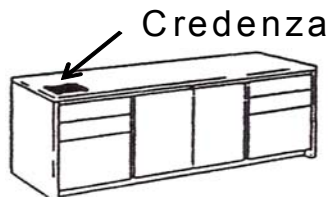
Chairs



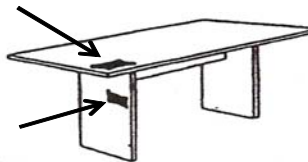
Label to go on  
metal or  
plastic arm



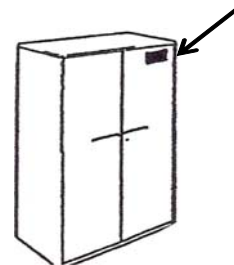
Label to go  
on portion  
between back  
& seat



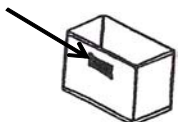
Credenza



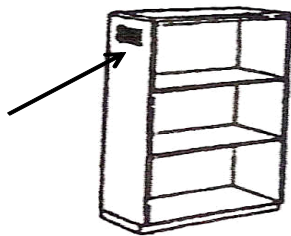
Tables



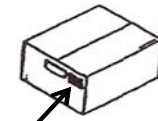
Storage  
Cabinets



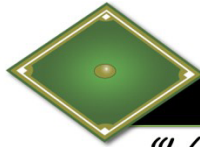
Waste  
Baskets



Bookcases



Cartons



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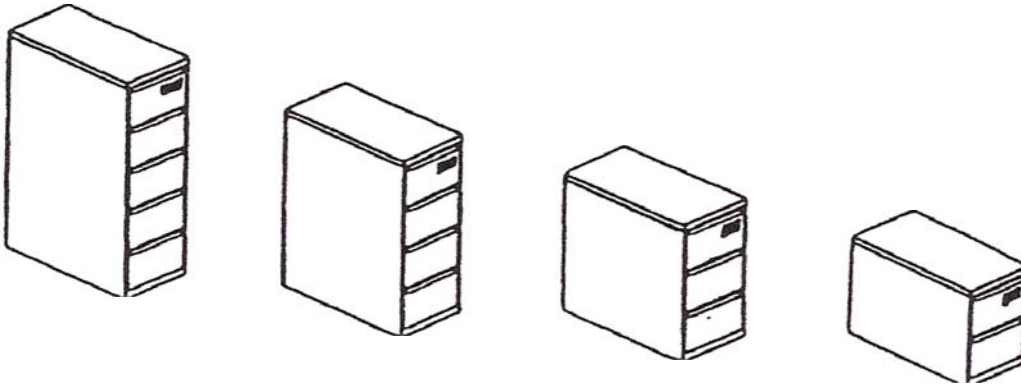
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## Vertical Files

**NOTE: If there is a lock but no key put tape around the lock so it can NOT be pushed in**

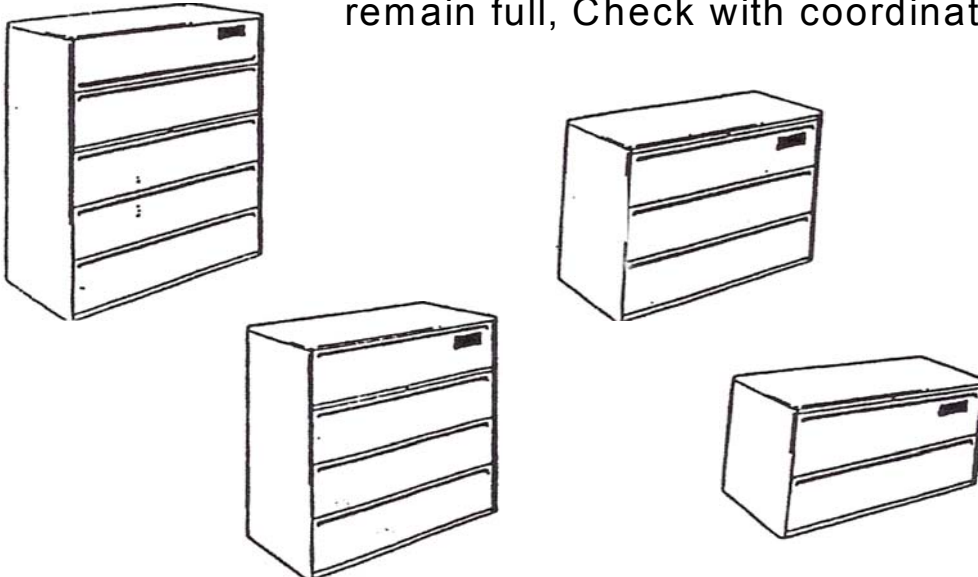


Vertical Files may remain full

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## Lateral Files

Only bottom 1 or 2 drawers may remain full, Check with coordinator





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**Employee Relocation Project**

**Your New Office Floor Plan**

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Destination Location Number: \_\_\_\_\_

Please identify office door entrance by marking an "X" at the appropriate location on the floor plan

Please draw in and label major furniture items for your new office using the following listed items where appropriate.

- |                                       |  |  |
|---------------------------------------|--|--|
| <input type="checkbox"/> Desk         | <input type="checkbox"/> Storage cabinet | <input type="checkbox"/> Storage shelves |
| <input type="checkbox"/> Chair        | <input type="checkbox"/> Table           | <input type="checkbox"/> Sofa            |
| <input type="checkbox"/> File cabinet | <input type="checkbox"/> Credenza        | <input type="checkbox"/> Computer stand  |
| <input type="checkbox"/> Bookcase     | <input type="checkbox"/> Folding Table   | <input type="checkbox"/> Other           |

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_