

# Pre-Move Coordination and Training

**CENTRAL MAINE**  
MOVING & STORAGE CO.

## Corporate Move Preparation

The major goal in a corporate move is to be cost-efficient. One of the ways to obtain this goal is to be time-efficient. The less time you spend moving, the more cost-efficient you will be for your company.



To make sure every employee knows his or her new office dimensions, a floor plan will be created before the move.

This plan will include, by floor, location of employees, furniture, plants, and all other furniture items moved to the new location. Every employee should receive a copy of this plan and the plan should be posted throughout the new location on moving day. Being organized before the move will not only reduce the stress for the employees, but for the moving crew as well.

## What NOT to Pack

Along with items not being moved to the new location, the following items should NOT be packed or labeled for relocation:

- Flammables, Combustible Liquids
- Corrosives, Compressed Gases
- Perishables, Plants, Trash
- Cash, Keys, & Confidential Papers
- Personal items of high sentimental or monetary value

Please place "DO NOT MOVE" labels on all furniture/fixtures NOT being moved to the new location.

## General Packing Procedures

- 1) Please create an inventory list of all items being relocated to the new location
- 2) Clear desk & place all documentation back in filing cabinets/original location
  - Collect loose items from desk - place in Zip Lock bags and label accordingly
  - Use manila envelopes to organize/label remaining items in drawers
- 3) Remove items from walls
  - If packing is required inform moving crew
- 4) Label "DO NOT MOVE" on items not being moved to the new location
- 5) Check condition of furniture and make list of potential issues when moving items
  - Eg. loose desk legs/drawers, broken file doors/latches, missing screws that could cause a potential mishap in the move
- 6) Place color coded label on larger items & mark label with office employee name
  - Eg. chairs, printers, computers
- 7) Shut down PCs & follow IT Dept procedures for disconnecting wires/peripherals
- 8) Use ties to combine loose wiring being relocated to new location
- 9) Use *Totes* to pack contents of desk, drawers, cabinets, and misc. items
  - TIP: Pack files according to sequence in desk for easier unpacking
- 10) Use *Computer Bags* to pack mouse, mouse pad, keyboard, cords, phone, stapler, etc. *Please zip bag after all items are enclosed.*



## Packing & Labeling Totes

- Place contents of desk drawers, files, cabinets, and misc. office items into *Tote*
  - Separate related items within *Tote* with dividers
- Place larger/heavier & less fragile items on bottom of *Tote*
- Carefully pack fragile items using supplied packing paper and/or tissue or newspaper
- Please keep *Tote* weight under 50 Lbs
- Close and secure *Tote* and label accordingly
  - Mark adhesive color coded label with proper identifier and place on *Tote*
  - Please do not cover *Tote* number with color coded label
- Stack fully loaded *Totes* and place outside office/workstation when ready for relocation



## Vertical File Cabinets

- Contents can be left inside
- Please remove any fragile items and pack in *Tote* with packing paper
- Please secure and note if key is missing to cabinet lock and lock is unusable (if applicable)
- Place properly marked color coded label on cabinet

## Lateral File Cabinets

- Contents can be left in LOWER 2 DRAWERS ONLY
- Contents must be removed from the rest of the cabinet and placed in *Totes*
- Please secure and note if key is missing to cabinet lock and lock is unusable (if applicable)
- Place properly marked color coded label on cabinet

Please place properly identifiable color coded labels on all furniture/fixtures, *Totes*, boxes, and *Computer Bags* being relocated to new location.



## Unpacking Totes

- Open Tote lid and remove contents in the reverse order of loading
  - TIP: It is easier to remove top Tote from stack of Totes once the Tote is emptied
- Place items back into proper location within office or workstation
- Stack empty Totes one inside the other, to a manageable height on a vacant dolly
- Once all Totes are emptied, please place in designated pick-up area

## Relocation Clean-up

CMMS is not responsible for waste removal. Please place all packing material and other waste in the proper receptacles.

## Certified Destruction

All confidential information or daily paperwork for disposal can be confidentially destroyed by Records Management Center (RMC). Please contact RMC at 1-866-557-FILE or email [sales@rmcmaine.com](mailto:sales@rmcmaine.com)



Questions? Please call  
**1-800-432-7336**

*How did the move go?*

Please visit the following link and leave feedback on our moving performance:  
[www.movingme.com/cmmsfeedback.htm](http://www.movingme.com/cmmsfeedback.htm)

## Forget something?

A simple checklist to make sure nothing gets left behind

- ☐ Desk empty?
- ☐ Supply cabinets cleared?
- ☐ File cabinets cleared?
- ☐ File drawers locked?
- ☐ Wall items taken down?
- ☐ Breakable items properly packed?
- ☐ Computers and other machines disconnected?
- ☐ "Do Not Move" tags placed?
- ☐ Liquids drained from equipment?
- ☐ Desk pads and chair pads labeled?
- ☐ Have a set of spare keys available.
- ☐ Computers properly shut down and cables secured to CPU/monitors?
- ☐ Keep supplies handy for packing: Totes, boxes marking pen, bubble wrap, zip locks
- ☐ Label cables and tighten transit screws. Tape screws to items being moved
- ☐ Avoid loading more than 50 pounds into one tote or box.
- ☐ Cushion contents with packing material such as bubble wrap, packing paper, or tissue
- ☐ Pack books tightly on end in totes.
- ☐ Carry all valuables with you.



*"The Smoother Mover"*

**northAmerican**

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**Mission Statement:**  
Our Mission is to serve our Customers On Time  
with Honesty and Integrity through Diligent  
Professionalism.

- Move preparation
- Packing procedures
- Unpacking procedures
- Other considerations

Central Maine Moving & Storage - 1-800-432-7336