

Procedures to follow during a move

1. Every item of furniture and every moving box must be identified by one or more codes supplied to you by your administrative officer.
2. a) The furniture and the office equipment must be coded with special tickets or with masking tape at least 5 cm in width. Labelling should be clear and large (at least 3 cm high) to allow for identification of items from a distance. It is suggested that the masking tape be removed as soon as possible as the glue hardens with time.
b) Your administrative officer will inform you of the articles of furniture which require labelling. Attached to these instructions are sketches of the latest office furniture, labelling methods and additional information.
3. Personal items of furniture and equipment remain the sole responsibility of the owner. The Transport sector of Physical Resources Service may move these items: however, it accepts no responsibility in case of loss or damage. Personal effects should be well wrapped and be pointed out to the supervisor of the move in your department or faculty. He or she will inform you of the procedure to follow.
4. Drawers (of desks, tables and chests) as well as bookcases, cupboards, filing cabinets, and display shelves must be completely emptied of their contents. Furniture drawers and shelf boards must be bound with adhesive tape.
5. Metal bookshelves must be removed, bound with masking tape and placed beneath the bookshelf. Place the shelf brackets in a box. You are responsible for reinstalling them after the move.
6. The surfaces of all portable partitions must be cleared of all objects (notepads, brackets, paper clips, thumbtacks, posters, etc.).
7. Office equipment (calculators, typewriters, etc.) must be coded in the same manner as the other items to be moved. Detachable electrical cords as well as protective covers must be placed in the moving boxes.

WRAPPING

8. Packing and unpacking is done by employees or other staff members whom you have designated. Moving boxes are to be sealed with strong adhesive tape and no protrusions should appear. Flaps of boxes should not be crossed as this weakens the box. Boxes should be packed to top in order to maintain structure of box.
9. Boxes must not contain corrosive, explosive, inflammable, or harmful materials of any kind. Special arrangements should be made with the administrative assistant for moving such materials.
10. Every employee must ensure that all containers (bottles or boxes) are hermetically sealed to avoid accidents or damages.
11. Documents or other items that do not fit in boxes must be firmly bound to avoid damage or loss and to facilitate handling during the move.
12. Supplying wrapping material is the responsibility of the persons being moved. They determine the number of containers necessary, place the order to the Administrative Officer or the person coordinating the move.

13. a) Usually, box requirements are as follows: two boxes per full shelf or drawer for filing cabinets, cupboards, bookshelves, display shelves and other shelves), one or two boxes for surfaces (of desks, tables, chests) and one box per desk or chest drawer.
- b) A reminder that a move is the opportune moment for clearing out files and sorting documents.
- c) Ensure that the wrapping has been carried out according to instructions

MOVING OF SPECIAL EQUIPMENT

14. Rented equipment is usually moved by the supplier who has full responsibility. Physical Resources Service must therefore be contacted to ensure such arrangements have been made.

PHYSICAL ORGANIZATION

15. a) Once the time and day have been set, the supervision of the move must be established.
- b) Since the persons being moved are most familiar with their workplace, the equipment used, the space, and the staff, they are best suited to determine the order of the move
- c) All stages of the move should be supervised, and technical support staff familiar with the layout of the office and with the labelling procedures should be consulted depending on the importance of the work to be carried out.
16. Any breakage or irregularities detected during the course of the move should be reported to the administrative officer of your faculty or department within 24 hours.
17. For additional information, do not hesitate to contact your administrative officer.

CODIFICATION CABINETS, CUPBOARDS AND BOOKSHELVES

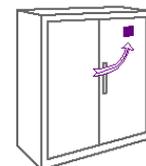
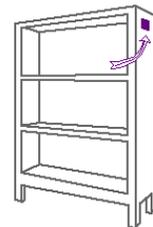
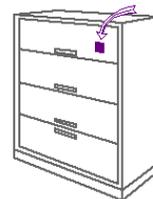
Place the tag or masking tape where indicated.

If possible, lock filing cabinets and cupboards, and place the key on the top surface with masking tape.

Remove shelves from bookshelves, and place them at the back of the bookshelves. Remove hooks and store them in the moving boxes.

Remove contents from cupboards and bookshelves; when moving to another building, empty filing cabinets of their contents.

If filing cabinets and cupboards cannot be locked, block the shelves with masking tape.



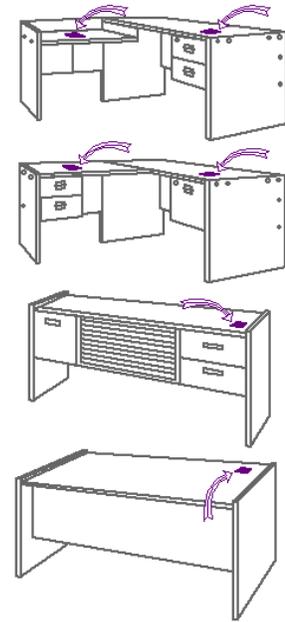
CODIFICATION DESKS AND RETURNS

Place the tag or masking tape as indicated on top; in the centre for returns, in the top corner for desks above the drawer.

Drawers must be empty.

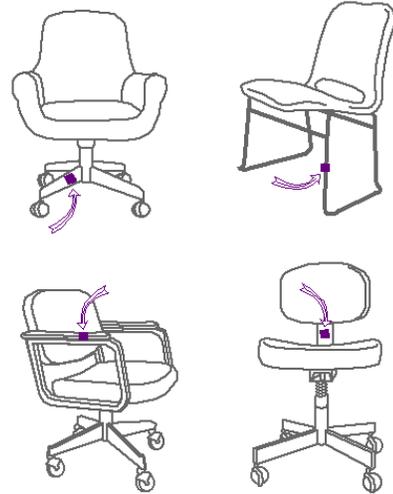
Block the drawers with masking tape.

Check the sturdiness of the desk and the return, and notify the representative if need be.



CHAIRS

Place the tags or masking tape where indicated



CODIFICATION MISCELLANEOUS

Place the tags or masking tape where indicated

