

Office of Facilities and Administrative Services (OFAS) Office Move Instructions For Employees

Introduction: The office move process requires proper planning to ensure a smooth move. Please take the time to read and follow these guidelines and ensure your items are packed correctly, so OFAS can move them efficiently.

Purging and Recycling:

- ✓ Take advantage of the opportunity to purge office files, recycle, archive and/or dispose of unneeded items. Your Move Coordinator will contact the OFAS Building Management staff to have appropriate containers placed within your hallway to help you with this effort.
- ✓ Remember that all sensitive or system-controlled (desktop, laptop or notebook computers, including all tablets) personal property must be properly removed from your property inventory before surplus.
- ✓ It is important that you follow all Records Disposition Schedules before purging or recycling documents and files.

Packing / Moving Crates:

- ✓ The OFAS Move Team will provide your Move Coordinator with an appropriate number of moving crates prior to your move.
- ✓ Office contents must be packed in the moving crates and the crates must then be properly labeled with the new office number.
- ✓ To start the packing process, place an empty crate on the dolly provided and load that crate first. Then stack the next empty crate on top of the full crate and so on. **Do not** stack crates more than 3 – 4 high on a single dolly.
- ✓ Make sure you pack crates correctly to avoid damage to your belongings. Crates are self-locking so do not overfill.
- ✓ Try to evenly distribute heavy items (books, manuals, etc.) throughout many crates.
- ✓ Your Move Coordinator will contact the appropriate IT staff to disassemble and move your computer and monitor.
- ✓ Crates that are not fully packed may be topped off with filler (bubble wrap, newspaper, etc.) to avoid damaging contents.
- ✓ **Do not** tape or write directly on the crates.
- ✓ **Do not** use other containers such as trash cans for packing and moving.
- ✓ Oversized items may require special handling and preparation; coordinate this with your Move Coordinator and the Movers.
- ✓ After unpacking your crates in your new location, place the empty crates back on the dolly and return them to the designated pick-up location as quickly as possible.

Labeling Crates and Furniture:

- ✓ The OFAS Move Team will provide your Move Coordinator with labels prior to your move. Movers will not move items that are not tagged.
- ✓ Moving labels are adhesive stickers, or a tag, that identifies an item, furniture, equipment, and/or crates to be moved and provides the new location of where that item is to go.
- ✓ Crates may have old labels on them so simply either remove the labels, or place the new label on top of the old one to avoid misplacement on moving day.
- ✓ Make sure the label is placed on the side of the crate or in an obvious location on the item to be moved. If the label is on the top of the box, it may not be seen when another box is placed on top of it.
- ✓ When you write your new location (i.e., the room number) on the label, use a large black or red marker. Keep track of your crates by adding “Box 1 of 11”, “Box 2 of 11” and room number, etc.

Moving Furniture:

- ✓ Non-systems furniture items must be properly labeled with the new location, or indicate if it's surplus.

Personal Items:

- ✓ Employees are responsible for moving their personal items (including plants). The Movers are not authorized to move personal items and the Mover(s) or the U.S. Government will not be held responsible for damage or replacement.

Always contact your Bureau or Office Move Coordinator or the OFAS Moving Team for assistance.

OFAS Service Desk: 202-208-2222

Or

OFAS Moving Services at: <http://www.doi.gov/ofas/asd/moving.cfm>