

MOVE PLAN EMPLOYEE CHECKLIST



EMPLOYEE PACKING & MOVE CHECKLIST

Placement of your office furniture and contents at the new office location is done by NUMBER and not by your name. Please be sure to use your assigned number to identify all items. You will be assigned a move identification number and a color for your labels. All labels and materials will be supplied by your BRG Office Movers representative.

Office Verification and Appearance

- ☐ Everything is Boxed (If it fits in a box, pack it!)
- ☐ Boxes sufficiently closed (no open top/bulging boxes)
- ☐ Boxes properly labeled:
 - Correct Color of Label
 - Correct Destination Workstation/Office Number
 - Labels are on **logo side** of boxes (DO NOT put on top of carton)
- ☐ Oversized items properly labeled (if applicable):
 - Correct Color of Label
 - Correct Workstation/Office Number
 - Labels are clearly seen on item
- ☐ **Label your waste basket**
- ☐ **Label your chair mat**
- ☐ **Label your Chair**
- ☐ **Label your ergonomic furniture, ie. VeriDesk (if moving)**
- ☐ Everything off the workstation/office walls
- ☐ Personal items taken home (i.e. plants, breakables, valuables)



Desks, Filing Cabinets, Bookcases and furniture

- ☐ Desk- Label on the top surface
 - Remove all contents and place in cartons provided
 - Label all cartons
- ☐ Filing Cabinets- Label front facing top drawer
 - Lateral file cabinets must be empty to be moved, pack & label cartons provided
 - Vertical file cabinets may be moved loaded with file contents intact
- ☐ Bookcases- Label either side of the bookcase top portion
 - Remove all contents and place in cartons provided
 - Label all cartons

Computer/Telephone Equipment

- ☐ Log Off and shut down computer prior to the day/time of your move.
- ☐ Label the following items:
 - Monitor
 - CPU
 - Keyboard
 - Desktop Printer (if applicable)
 - Other external drives (if applicable)
- ☐ Laptop/Docking Station:
 - Take laptop home (follow company directed policy)
 - Leave docking station lock cable **UNLOCKED**
- ☐ Telephone (if applicable):
 - Label your phone
 - Leave phone on desk – do not pack.

