

A+ Moving & Storage

910-485-4400

Large Office Move Tips:

Prior to Packing

- Purchase and distribute locking style plastic bags or large sealable envelopes to all offices and cubicles. Small items in drawers are the single most often “lost” items. Packaging these small items into plastic bags prior to box packing will help eliminate loss. This is particularly important for KEYS.
- Identify and/or gather together all *irreplaceable*, delicate and high-value items. Make decisions for the best packing and transporting. Packers and Movers will be happy to offer suggestions and otherwise help to problem-solve.
- Ask team members to identify and be prepared to personally move personal items of value or importance, such as valuable fountain pens, memorabilia, or medications.
- “Name” all areas to be moved, and clearly tag the areas with their names. Example – Cubicle 1, Cubicle 2, Office 1, Cabinet 3, etc.... These names should be used to mark destination identification on boxes and other items to facilitate delivery. Painters tape works well on most office furniture items, if actual inventory tags are not used. Visual Management – such as color coding labels and tags – also improves efficiency.
- Discard or clearly identify all items not moving.

Prior to Loading

- Identify and resolve any loading or unloading challenges – room for trucks, blocking streets or traffic, low wires, etc...
- Inventory all items moving – at a minimum, the irreplaceable and high-value items.
- Identify any items that will be needed “soonest” – so that these items can be loaded last – and unloaded first.

Prior to Unloading

- Identify and resolve any destination challenges – new carpet to be protected, large or difficult cabinets, conference tables or desks will fit through doorways, etc...
- Create a “Delivery Floor Map” of the new location, including designated areas for each named location previously identified. Clearly tag or otherwise identify each delivery location.
- Designate a “Lost & Found” Area for team members to place items that have been “mis” delivered.

Prior to Unpacking

- Check for delivery and correct placement of irreplaceable and high-value items.
- Purchase and distribute *safety* knives for opening the taped boxes
- Designate a Packing Materials location for team members to place broken down packing materials to be removed later.