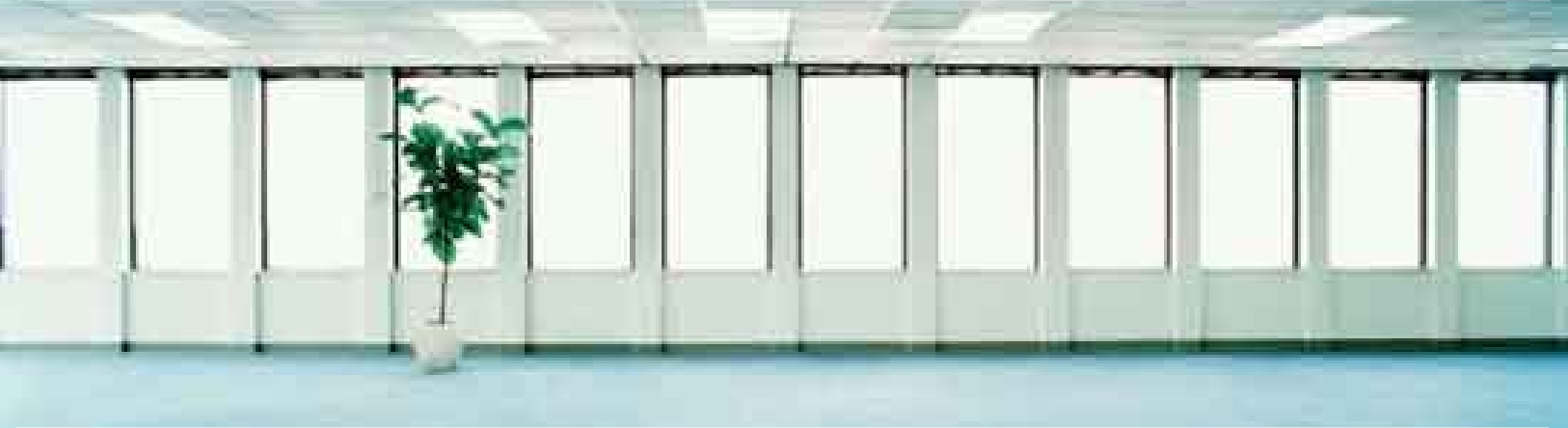


Guide to Moving



Appoint Move Principals

Appoint move principals for each department/team. This person may not be a line manager but someone who has been appointed the task of organising move details for a department. All move instructions to departments will come from through move champions.

Crates

Function will deliver the appropriate number of crates to the premises on a predetermined day.

Crates will be placed near each department's desk location. All crates have lids. Ensure that crates are not over packed. Filing within the crates should not exceed more than 1" below the top of the crate (most crates will have a maximum level indicated). This will allow the lid to close properly and the crates to be stacked. Please do not stack the crates more than 4-high.



Labels



The move champion for each department will be given a stock of removal labels.

Each member of staff will be assigned a move number which corresponds to their new desk. A removal label bearing the move number must be affixed to each short end of each crate. Likewise, any other items to be moved must bear a removal label with the move number clearly written on it. We recommend using a black marker pen as it is easier to read than biro. **NO LABEL NO MOVE.**

For further information or to discuss a specific requirement please contact your Function Account Manager, email info@function-online.com or telephone 020 7138 3260.



Guide to Moving

Furniture

Make sure you label every part of the desk if it is in sections. Empty desk drawers, unless the pedestals are mobile. Chairs should have any loose cushions secured to frames.

Computers

Computers should be spring cleaned by removing any old or out of date files to make back-ups quicker. Data should be backed up and stored in a different location. Please ensure that all component parts of your computer equipment (monitor, system unit, keyboard, mouse lead etc) are labeled with a Function removal label bearing your move number. Do not pack any computer equipment or mice into crates. If you are in any doubt as to whether your computer equipment should be labeled, contact your Function Account Manager.

Packing

Before packing begins all non office related personal items should be taken home.

Laptops should also be removed from site. Staff should notify the move champion of any breakages Prior to the move. All packing should be completed the day prior to the move taking place. Staff should be responsible for packing their own personal items into the crates; this includes all items within their pedestal, on their desk, any desktop filing and loose paperwork. Loose paperwork is defined as anything on or under the desk, on window sills, tops of cabinets or on open shelves (i.e. anything not in a filing cabinet). We suggest that all team members are encouraged to filter through their filing for unnecessary documents that could be discarded.

Please do not pack telephones into crates. Telephones should be labeled with the individuals move number and left on the desk. They will be packed along with the computer equipment. Once staff have finished their own areas encourage them to pack for communal areas such as library areas, or bulk filing areas.



Safes & Fireproof Cabinets

We will advise if these need emptying and if special arrangements need to be made.



Printers/Photocopiers

All liquids and ink and toner cartridges should be removed and paper trays emptied. Follow the manufacturer's instructions for preparing to move.



Vending Machines

Empty and disconnect prior to moving. Follow manufacturer's instructions for preparing to move.