



## OFFICE RELOCATION ORIENTATION

Thank you for selecting Ray Hamilton Company

Establishing an effective internal group to manage and coordinate your transition to your new facility is key in ensuring a safe and on-time relocation. This group or “Relocation Committee” must be started as early as possible. In addition to the Ray Hamilton Relocation Project Manager, department heads are logical committee members. Usually the office manager or facility manager are the committee heads. Each member should have definite responsibilities to insure the success of the relocation and they should have deadlines that must be established and achieved.

The relocation committee’s work should be communicated to all associates; we have found it good for morale to communicate and describing the relocation process and the new office space itself.

*J.D. Wallis*

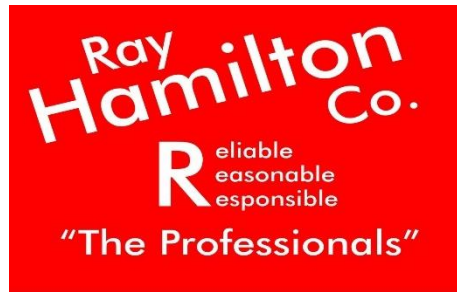
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## ***OFFICE RELOCATION GUIDE***

*Important information in preparation for the your relocation*

### ***PACKING***

You will be responsible for your own packing before the actual relocation. All packing should be completed prior to the start of the actual move day.

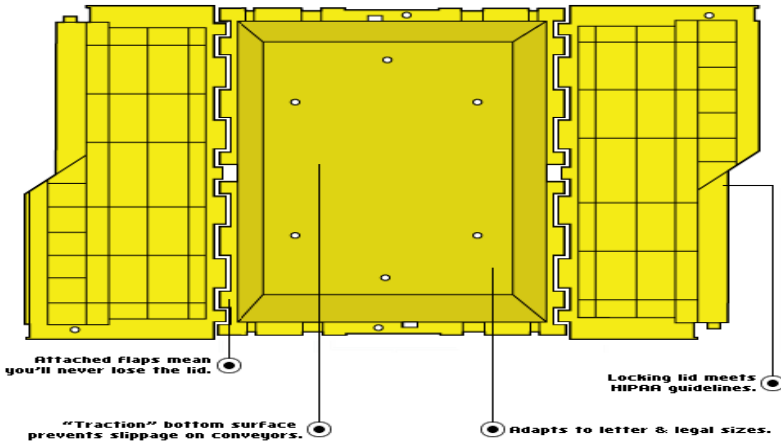
The mover cannot be responsible for personal possessions, such as legal papers, money, etc. For your own protection, we suggest that you move these items privately. If you need special containers, ask your Relocation Project Manager.

### **You will be provided the following packing material**

- **E-Crate and Dolly**
- **E-Cart**
- **Security Seals ( Special Request Required)**
- **Color Code Label**
- **Office Placard**

### **E-Crate:**

Pack all contents from the desks and credenza. This includes current working papers, letter trays, books, and other desk top items. Seal paper clips, pencils and all other loose materials in envelopes and then pack them in cartons. Protect all glass receptacles with paper or other stuffing. Leave glass tops and pads on top of desks for the mover.



**THIS IS E-CRATE**



**DIMENSIONS:**

Interior = 24.25" X 15.25" X 12.75"  
 Exterior = 27.75" X 18.25" X 13.5"  
 Capacity = 2.7 cu.ft.

**DELIVERY:**

Truck (26' x 96") = 500 crates / 125 dollies

**ONE: Pick up E-CRATES**

- Get assigned E-CRATES.
- Put on dolly.



**TWO: Prepare**

- Remove E-CRATES leaving one open on dolly.



**THREE: Pack**

- Pack E-CRATE.
- Close lid.



**ONE: PICK UP E-CRATES**

- Get assigned E-CRATES.
- Place on dolly and roll into position.

**TWO: PREPARE**

- Remove E-CRATES, leaving one crate open on dolly.

**THREE: PACK**

- Pack E-CRATE.
- Close lid.

**FOUR: STACK**

- Place empty E-CRATE on top.
- Open lid.

**FIVE: REPEAT**

- Repeat steps three and four.

**eZSTACK**  
 A REVOLUTION IN MOVING



**FOUR: Stack**

- Place empty E-CRATE on top
- Open lid.



**FIVE: Repeat**

- Place label as shown.
- Repeat steps three and four.



### **E-Carts:**

Use the E-Carts to pack larger items that will not fit in the e-crates. All electronics will need to be load on the E-Cart. The E-carts are four shelved with dimension of 48 inches long, 22 inches wide and 52 inches high.



### ***FILE CABINETS***

Vertical filing cabinets can be moved with contents intact. Tighten the internal drawer plate in each drawer to hold contents in place. Lateral filing cabinets over two doors need to be packed using the E-Crates or E-Carts.

### ***SECURITY FILES***

All Files should be locked prior to moving. If security regulations necessitate escorts, advise the relocation project manager and arrangements will be made. Security files may then be consolidated and moved on one or more vans as required.

### ***SUPPLY OR STORAGE CABINETS***

Pack all contents in cartons. Cabinet doors should then be locked, taped or tied.

### ***BOOKCASES***

Remove all books and pack in E-Crates or on E-Carts. Make sure to remove all shelves and pins prior to the relocation.

### ***COMPUTERS & OFFICE MACHINES***

All machines must be unfastened and disconnected. Pads and covers for machines should be placed in a E-Crates. Load all electronics on the E-Cart. If the item is to big for E-Cart, leave the item on a flat work surface with label attached.

### ***KEYS***

Where locks and keys are available for any item being moved, keys should be wire tagged and coded to the locks they fit and packed in a safe place.

### ***PICTURES, MAPS & BULLETIN BOARDS***

Tag each piece according to tagging instructions. Place them on end, back to back in cartons. If the item does not fit in a carton, lean it against the wall and the mover will take it from there. Consolidate small pictures in containers. Cushion with packing material, i.e. newspaper or bubble wrap. Note: Label all common area art work such as pictures to one central location.

## ***SPECIAL EQUIPMENT***

Professional servicing may be required on copy machines, computer equipment, etc. The servicing of these machines should be done by a vendor before the move takes place. All equipment containing liquid must be drained prior to the move. Telephones are to be disconnected from desks and labeled, then packed in E-Carts

## ***PLANTS (live or artificial)***

Since the mover is not responsible for the safe transportation of plants, employees must arrange for other methods of transportation.

## ***TAGGING AND MAPPING:***

Assorted colors are available for your tagging requirements. Obtain your specific code assignments for floor, room, number, etc. from your Relocation Manager. Carefully print your identification code in large letters with dark crayon or magic marker before placing tag on items. **Please make sure the new office has been placard and mapped**

Ray Hamilton would suggest that all items that are to be moved be labeled. If items are not labeled, we understand that these items would not be moved.



**COLOR:** The color of the label indicates the specific area of the floor.

**FLOOR:** This number directs the elevator operator to your floor.

**ROOM:** This number directs the pushers and placers to your specific office or workstation.

**PIECE:** This block is for information for the placement of the piece and corresponds with the furniture placement grid.

### ***SPECIAL TYPES OF FURNITURE***

Such as “L” desks and conference tables may need to be dismantled. If so, be certain that all sections of the pieces of furniture dismantled have the same tag color and code information.

### **ARTWORK**

All Artwork should be removed from wall and labeled. Label all artwork to one common area in new facility..

### **FACILITIES**

Client should coordinate with the respective facility manager or building manager in regards to timing of loading and unloading.

- Certificate of Insurance with additional Insuree noted.
- Independent Service of elevators is needed.
- Time and Date with load and unload times.
- Notification to police or park permits if required.

### **PRE-MOVE SERVICES**

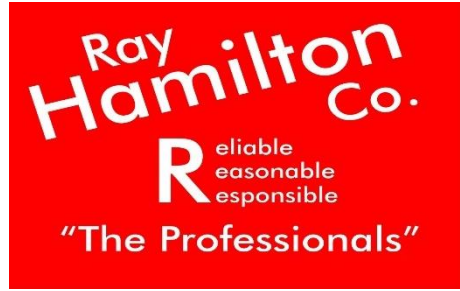
We will provide a Relocation Orientation with your staff prior to the relocation to the new facility.

We give (at your request) an informative, “Relocation Orientation” meeting to your staff prior to the actual relocation. These meetings give all your employees an opportunity to be part of the move process.

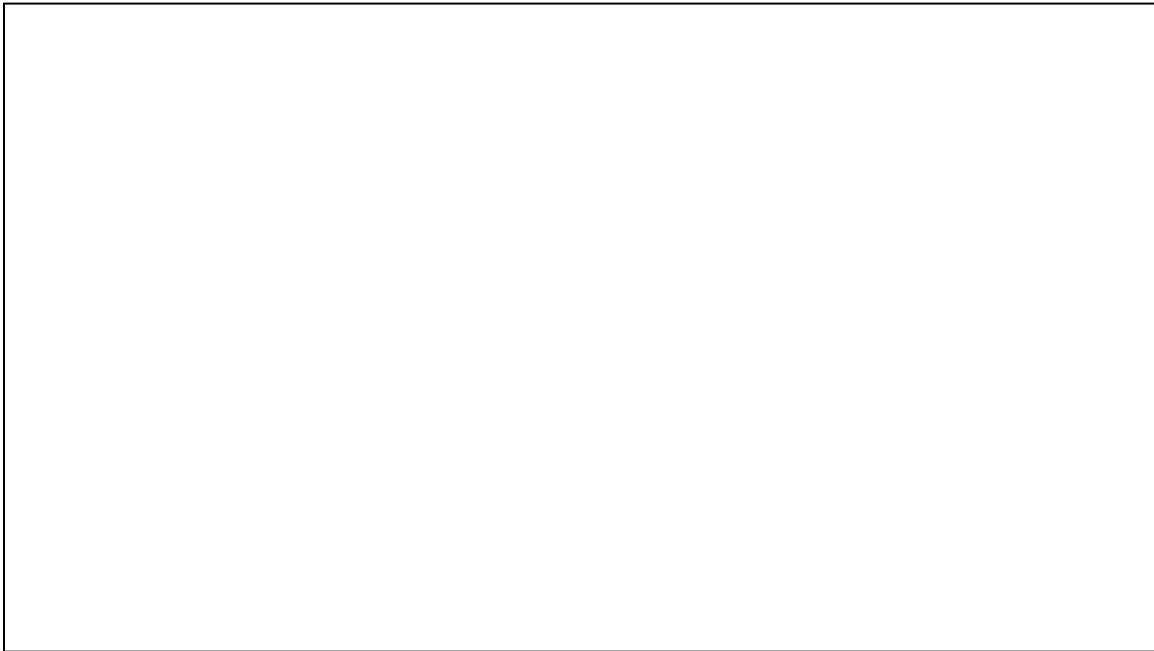
### ***AFTER THE MOVE***

Your first concern will be to get unpacked and back to a normal operating routine as quickly as possible.

As soon as you have completed unpacking, place the E-Crates and E-Carts in a central area for removal from the offices. Please remove label and empty completely.



*Placarding Example*



**NAME** \_\_\_\_\_

**ROOM** \_\_\_\_\_

**FLOOR** \_\_\_\_\_