



# SPPS Packing Guidelines & Instructions: Vendor Move

Updated 4/10/2017

## General Information

- District staff have the responsibility to pack district property to be moved. District property includes: furniture, equipment, supplies, and curriculum. Generally, building staff are expected to pack the items inside their classroom or office along with any other property as assigned.
- Staff are responsible for packing and moving their personal property. The District will not move personal property.
- Before you start to pack, **sort, purge and recycle!**

## When You Start Packing

- Moving supplies including boxes and tape may be ordered through your head engineer.
- Plan on approximately two (2) moving boxes for each file cabinet, shelf, or drawer to pack.
- Use the correct size box to pack paper products and curriculum materials. Do not put books or paper products inside boxes that are any larger size than a copy paper box.
- Securely tape the bottom of all boxes with 2" packaging tape. Do not use masking tape or scotch tape. Tape all box tops shut. Open top boxes are not allowed.
- Stack boxes neatly in one location of your classroom or office. Place heavier boxes on the bottom with lighter boxes on top.
- Protect all fragile items with extra packing material and label the box with the word "Fragile" written in large letters on several different sides of the box. Make sure that you place the "Fragile" boxes on top of your stack of boxes and not at the bottom of the pile.

## Label & Record the Items You Pack as well as Furniture to be Moved

### Put Labels on the box sides not the top

- Label each box with: the box number, total number of boxes i.e. Box 1 of 6, your name, item descriptions, i.e. office supplies, and the school and room number where the box is going.
- Place labels on one side of the box in the middle. Label each box in the same location as the others.

## Pickup and Delivery

- All pickup and deliveries must go through the head engineer at the building staff currently reside at.
- Email the head engineer as soon as the items are ready for shipment. They will work with the Furniture and Move Coordinator.

## Plastic Totes/Book Carts

You may be provided plastic totes and/or and book carts for moving. They are project specific.



**Plastic totes**



**Book Carts**

### Plastic Totes

- Used to pack classroom/office contents, general office items, smaller file cabinets.
- Stack totes a maximum of 4 totes high, placing a wheeled dolly under the first tote.
- Fill them to capacity but DO NOT overstuff – they need to be able to fully close.
- Do not pack any electronic equipment into a plastic tote.
- Totes have self-storing metal file bars that can be used to hang files as needed.

### Book Carts

- Used for library and media center content or large bulky items.
- Used to pack larger file cabinets (3 drawers or more) and larger miscellaneous items that do not fit well into totes.
- Fill carts to capacity by including more than one file cabinet if space allows.
- DO NOT pack move totes or boxes on to carts.

## Filing Cabinets

- Vertical (narrow) file cabinets- These do not require packing. Be sure that all pressure plates are moved forward so that all contents will be secured when moving:
- Lateral (wide) file cabinets- All contents above the two bottom drawers must be packed into totes. The additional weight that these cabinets hold can cause the metal frames to bend or twist if more than two drawers contain files.
- Keys should be labeled and taped inside file cabinets/drawers.
- Do not box perishables or hazardous materials. These items cannot be moved and must be disposed of properly.



## Furniture Preparation

- Empty the contents from each piece of furniture including free standing pieces and built-in casework. Label those to be moved.
- Tape your keys to the top of the file cabinet, the desk, or to the front of the cabinet door.
- If a piece of furniture or equipment needs to be disconnected prior to moving, contact custodial staff for assistance. Label each section or part for the reassembly process after the move.

## Technology Preparation

- Have your field tech staff disconnect all computer or technology equipment, if necessary.
- Label each part of your computer. If you have two monitors, please mark left and right. All other items should be placed in an anti-static clear computer bag. This includes mouse, keyboard, power cords and any extra cords. Place label on outside of bag.
- All labeled electronic items should be left on your desktop when packed and labeled.
- Do not pack office machines. Machines must be disconnected and labeled accordingly. Movers will pack these items in a speed pack.

## Miscellaneous Items

- For miscellaneous items, i.e. microscopes, musical instruments etc, please contact the Furniture and Move Coordinator for assistance.

## After Unpacking – RECYCLE BOXES

- Please remember to recycle all boxes and packing materials. Contact your custodian for assistance.

## Questions?

- Contact the Furniture and Move Coordinator:

**Sue Sevlie**

[sue.sevlie@spps.org](mailto:sue.sevlie@spps.org)

**Office: 651-744-3279**

**Cell: 612-201-0659**