



Packing Guidelines and Instructions

PACKING GUIDELINES


- **Staff members are responsible for their own personal property.** Take your property home before the end of the school year or before any scheduled move happens.
- District property includes anything in the school that is not personal property, such as furniture, equipment, supplies and curriculum.
- All staff members have the responsibility to pack up district resources when assigned to perform that task. Generally, building staff are expected to pack up the items inside their room or office along with any other additional building resources as assigned.

BEFORE YOU BEGIN PACKING

- Before you start to pack, **sort through and toss out** any and all items that are no longer needed. Purge and recycle!
- Two-inch clear packaging tape and **removable Avery labels** will be needed for packing, which can be purchased from Innovative Office Solutions. Contact your clerical staff if you need more packing supplies.
- Moving boxes will be delivered to your site flattened or knocked down. Your custodian will distribute them.
- Plan on using approximately 2 moving boxes for each file cabinet, shelf, or drawer you pack up.

WHEN YOU START PACKING

- Use the correct size box to pack up paper products and curriculum materials. Do not put books or paper products inside boxes that are any larger size than that of a copy paper box.
- Tape all boxes shut on the bottom and also on the top with two-inch packaging tape. No open top boxes are allowed. Do not use masking tape for sealing the boxes shut.
- Stack boxes neatly in one location in your room 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 on the bottom of the pile.

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- Do not box up flammable solvents or liquids that have been opened, are unlabeled, or not in their original containers. For the items you can box up, take the appropriate safety precautions. Label the boxes as flammable and alert your custodian.
 - Do not box up perishables or hazardous materials. Those items cannot be moved or stored and you must dispose of them properly. Ask your custodian for details.

LABEL AND RECORD THE ITEMS YOU PACK

- Label everything using **removable Avery labels only**. Label each box with the box number, your name, item descriptions, and where the box is going (school and room number).
- Place labels on one side of the box in the middle. Label each box in the same location as the others.

FURNITURE PREPARATION

- Empty the contents from each piece of furniture including free-standing pieces and built-in casework.
- 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 will be moved, label it with a **removable Avery label**. Label it for where the item is going: the building name, the room number, and staff's name.
- If a piece of furniture or equipment needs to be disconnected prior to moving, then contact your custodial staff for help. Label each section or part (**using removable Avery labels**) to make it easier for the reassembly process after the move.

TECHNOLOGY PREPARATION

- Have your technology staff disconnect all computer or technology equipment.
- Label parts accordingly using **removable Avery labels**.
- Pack items in appropriate sized boxes and use additional packing material to help protect the equipment during the move.

QUESTIONS?

- Contact your administrator or move coordinator if you have any questions.
- For moving boxes, moving equipment, and furniture resources, contact The Facilities One- Stop Shop at 651-744-1800.