



Siracusa Moving & Storage Move Overview

Each move is different, however, if you follow these basic guidelines, we hope you will have a more efficient move!

Packing Containers

Your Siracusa project manager will provide you either plastic reusable crates or cardboard cartons for packing the contents of your office. Please use adequate cushioning material and leave a 1" space at the top of each carton. If you require special cartons or packaging materials for electronics lamps or other delicate items, please ask your project manager.

Before the move, your Siracusa Project Manager will provide you with Labels, Instructions, Planning Grid, and Helpful Hints.

Labels

Color coding a relocation is one of the key steps in executing an efficient move. Once the final floor plan are available they will be labeled and numbered for access routes to the areas from available elevators or entrances. Please review the Color Coding and Tag placement guidelines.

Move Checklist

For an in depth Moving Checklist and Move Guideline, please utilize our Move Calendar located on the Siracusa website.

Please take a few moments to visit our website to learn more about our award winning services. Or call 800.222.1399 x230. Or email us and we'll contact you!



SIRACUSA
Moving & Storage
Let Us Bear Your Load.



Office Packing Guidelines

Each move is different, however, if you follow these basic guidelines, we hope you will have a more efficient move!

- **Desk Contents** - Pack all desk contents including current working papers, letters trays, books and other items. Seal paper clips, pencils and other small items in envelopes and then pack them in cartons. Protect any glass containers with paper or other stuffing.
- **Furniture** - Leave glass tops and pads on top of desks for the movers. Remove any loose casters and pack them in cartons.
- **Bulletin Boards, Pictures, and other Wall Hangings** - Remove any bulletin boards, pictures, maps or other items from the wall. Label each piece with the labels provided by Siracusa. If the item does not fit into a carton, leave it against the wall and your Siracusa mover will take it from there. Consolidate small pictures in cartons and cushion with packing material.
- **Book Cases** - Remove all books and pack them into cartons.
- **Filing Cabinets** - Vertical file cabinets are to be moved with the contents intact. The contents of lateral file cabinets should be removed and packed in cartons or plastic crates. Label appropriately so the contents can easily be placed in the same manner as they were before packing.
- **Secure Documents** - All files should be locked prior to moving and the keys should be kept in custody of the appropriate personnel. If security regulations necessitate escorts, please advise the Siracusa project manager in advance so that special arrangements can be made to move these materials.
- **Supply/Storage Cabinets** - Cabinet contents should be packed in cartons. The doors of the cabinet should be secured (either locked or tied)
- **Electronic Equipment/Office Machines** - You do not need to pack any desktops, printers, fax machines, phones or other office equipment. Leave this equipment on top of desks or stands and make sure each item is turned off and disconnected. If there is any equipment that requires professional servicing by the manufacture, please notify the Siracusa Project Manager in advance.
- **Keys** - Remember to tag all keys to identify the locks they open and pack them in a safe place.
- **Live Plants** - The movers cannot be responsible for live plants. Please arrange to have plants moved separately.
- **Moving Labels** - Siracusa Project Manager will provide you with the appropriate color-coded labels for your move. Please review the Labeling Guidelines for proper labeling procedures.
- **Do Not Move** - If there are items that are not to be moved by Siracusa, and or if there is equipment or furniture that needs to be discarded, be sure to tag them with "Do Not Move" labels.

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