

Employee packing guide

Packing deadline: _____ Destination / desk ID: _____ Coordinator: _____

Before you pack

- ☐ Confirm your destination label and packing deadline with the move coordinator.
- ☐ Take personal valuables, medication, keys and essential documents with you.
- ☐ Use your company's records policy to separate files to move, retain or securely destroy.
- ☐ Ask the coordinator about approved containers and any weight or handling limits.

Pack and label

- ☐ Empty desk contents into approved crates or cartons. Do not assume drawers can travel full.
- ☐ Wrap fragile desk items individually and tell the coordinator about special handling needs.
- ☐ Label every container with its destination / desk ID; avoid sensitive information on labels.
- ☐ Keep containers closed and manageable. Ask for help with heavy items; do not overload them.

Leave equipment to the agreed plan

- ☐ Follow your IT team's shutdown and backup instructions. Do not disconnect shared systems yourself.
- ☐ Label peripherals and keep approved accessories together as directed by your IT team.
- ☐ Leave furniture disassembly and handling of large equipment to the assigned crew.
- ☐ Report a missing label or damaged item to the coordinator before unpacking is complete.