

MOVING TIPS

- **To Pack or not to pack.** Now is the time to unload unwanted items and have them sent to surplus for use in another office.
- **Start collecting boxes early.** Get more boxes than you think you will need. Most people tend to underestimate the amount of boxes needed for their move.
- **Start the packing process early.** It always makes good sense to begin packing well ahead of the move. Most people have no idea how much energy and time packing requires.
- **Designate an area for the boxes and prepare adequate workspace.** It is recommended to designate a space close to the door to avoid cluttering your office space.
- **Labeling.** It is important to label each box carefully, and create an inventory list for each box. You should provide your Name and new office number on the box.

Packing techniques for heavy and light items:

- Basic rule of thumb – pack light items in large boxes and heavy items in small boxes. Pack no more than 30-40 pounds per carton. Don't make them so heavy they're difficult to lift without straining. And always remember - lift the box with your legs, not your back.
- When packing a box place large, heavy items on the bottom and lighter, more fragile items on the top. Group items of similar size and weight.
- Pack the boxes to the top. This prevents them from being crushed when they are stacked. Fill each box as much as possible using crumpled packing paper, bubble wrap to fill empty space to prevent shifting and breakage.

Packing fragile items:

- When packing small fragile items wrap each one individually with packing paper or bubble wrap. Stuff boxes with fragile items with wads of paper. This prevents shifting, rubbing, and possible breakage.
- The boxes with fragile items must be clearly labeled "**FRAGILE**".

Always stack fragile items towards the top of your piles.

TO ORDER YOUR BOXES PLEASE SUBMIT AN ONLINE REQUEST USING THE FOLLOWING LINK:

<http://www.fredonia.edu/facilities/WorkRequest.asp>