Century Bond HVAC Upgrade LRSM Project
Packing/Moving Instructions
Preparing for the Move

Boxes Assembly & Packing

Packing Label & Placement

Unboxed, Relocated & Recycled Items

Questions
Preparing for the Move

► Please take all fragile, personal, valuable items home with you.

► Packing materials will be placed on a table in the hallway by the elevator on your floor.
  ► Boxes
  ► Packing Labels
  ► Bubble Wrap
  ► Computer Bags
  ► Tape
Box Assembly & Packing

- Boxes will be delivered unassembled.
- Assembly Instructions are on the side of the box.
  - An assembled sample will also be provided.
- Please assemble as many boxes as needed.
- Do not overpack the boxes. Overpacking will make it difficult to close and store your boxes.
- Do not pack computers. These will be packed by the movers.
- Please reach out to your move consultants for additional supplies.
Packing Label & Placement

- Please fill in the needed information as shown to on the example to the right:
  - Floor, Room and Box Count

- Label Placement on Supplied Boxes
  - Please only put the packing label where it says “PLACE LABEL HERE.”
Unboxed, Relocated & Recycled Items

- When placing a label on items that do not fit in a box place the label in an easily seen location for the movers. These include:
  - Lab Equipment
  - Supplies
  - Wall Hung Items
- Please note on the label if the equipment will not be returning to its current location.
- Please place a label with “dispose” on it if you would like the item to be recycled.
Questions & Answers

Please contact your move consultants if you have any additional questions:

- Chris Piechnik
  610-405-8742

- Dave Stepelevich
  215-384-8562

Thank You