

# Century Bond HVAC Upgrade LRSM Project Packing/Moving Instructions

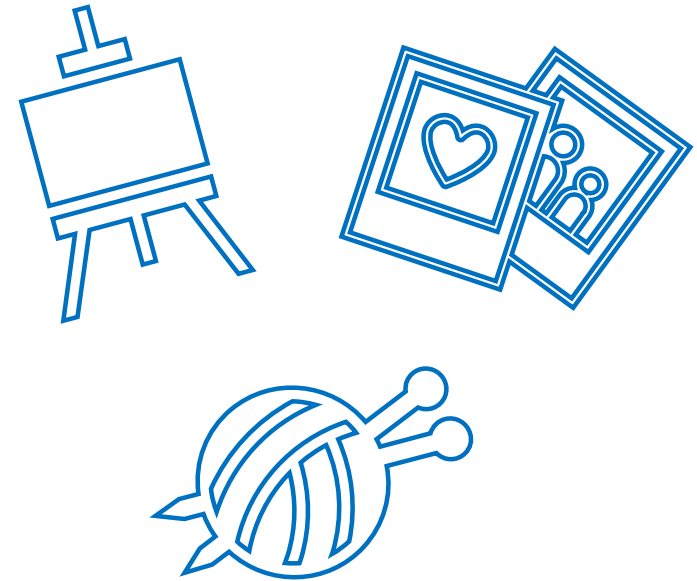


- ▶ **Preparing for the Move**
- ▶ **Boxes Assembly & Packing**
- ▶ **Packing Label & Placement**
- ▶ **Unboxed, Relocated & Recycled Items**
- ▶ **Questions**

# AGENDA

# 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



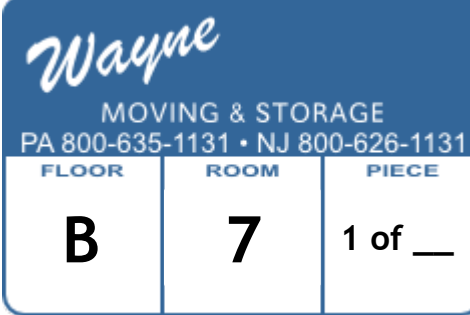
# Box Assembly & Packing

- ▶ 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.”



Wayne  
MOVING & STORAGE  
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FLOOR	ROOM	PIECE
<b>B</b>	<b>7</b>	1 of __



# 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**