



MOVING INSTRUCTIONS FOR EMPLOYEES

Before the move

1-Identify the furniture and moving boxes.

We will provide the labels and explain how to use them properly. This first step will allow our movers to place your furniture and personal effects in the locations most appropriate for the move.

Do not affix labels to fabric or leather surfaces (e.g. sofas, chairs, loveseats, etc.). Your moving coordinator will tell you which items to code and how to proceed.

2- Identify all items, from largest to smallest (e.g. desks, filing cabinets, computers, printers, water dispensers, pictures, etc.).

3- Empty all drawers completely as well as all desks, tables, bookcases, cabinets, displays, etc.

For moves using an **elevator**:

- file cabinets with **3 drawers** or fewer: you may leave the **drawers full**
- file cabinets with **4 drawers** or more: you may leave the **2 bottom drawers full**

4-List any furniture made (even partially) of marble or glass and notify us about it. These items will be protected and handled accordingly.

5-Tape file cabinet and desk keys to the surface of these items. No key should remain in its lock. We will use tape to prevent drawers from opening during transportation.

6-Unplug computers, keyboards, monitors, printers, fax machines. Secure disk drive heads and remove ink cartridges.

7-Back up your data before the move.

8-Label printers separately, in the same way as all other items to be moved. Calculators, connecting cables and protective covers will be put in moving boxes or in plastic sleeves provided by Transport Lyon with their workstation number clearly identified. Light bulbs removed from lamps will also be individually wrapped.



9-Make sure that liquid and powder containers (bottles or cans) are tightly closed to prevent accidents or damage, for which Transport Lyon cannot be held responsible.

10-Transport Lyon will remove book shelves and re-assemble them. Brackets and pins will be placed in a box so that you can find them easily during installation after your move. **Frames will also be packed by Transport Lyon.**

After the move

1-Remove labels and tape immediately after the move so that no glue residue adheres to the furniture or to computer equipment.

2-Clean the plastic boxes and discard the labels, then place the boxes so that the movers can collect them a few days after the move.

3-Adjust levelling feet before placing the furniture in its new location.

4-[Contact us](#) for any assistance or additional information.