

# Tips on Preparing for Office Moves

*Courtesy of Shamrock Moving & Storage Inc.*

## **Flooring:**

- If you have hardwood floors at your new office, we recommend that you buy felt pads, available at any hardware store, to apply to the feet of your furniture, particularly your largest and heaviest items. You can apply the pads to the furniture at your new office before they are set in place.
- If you have light colored carpeting at your new office, we can provide carpet runners. However, we will only put them in the heaviest traffic areas, i.e. hallways or the center of large rooms. We recommend buying desk chair pads for both carpet and hardwood or solid flooring to prevent excessive wear down.

## **We Cannot Move:**

- We cannot move Hazardous or Flammable Materials including: Combustible Liquids (Motor Oil...), Corrosives (Bleach...), Explosives (Ammunition or Firearms..), Flammables (Propane tanks...), Compressed Gasses: (Fire Extinguishers, Scuba tanks...).

## **Crates:**

- Large pieces of glass and marble need to be crated in order to be covered by your valuation coverage. If you would like a wooden crate, we need at least 5days' notice to have it built in time for your move. Please call our office with the exact dimensions of the piece(s) for which you want crates. If you opt not to crate your goods, we will take every reasonable precaution to protect them.

## **Estimates:**

- If you have received a written estimate for your move, the estimate is based on you being packed and ready to go, whether by you or by us. We will be happy to assist you with rearranging but this may add time to the move.

## **Please:**

- Remove any keys from file cabinet or desk drawers and keep hold of them throughout the move.
- Empty all desk drawers, both center and pedestal drawers.
- Empty all credenzas, vertical cabinets with shelves, bookcases over overhead storage in cubicles and desk systems.

- Make sure all loose items are put into proper sized boxes that are clearly labelled as to where they are **GOING TO** in your new office. All boxes should have closed, sealed lids.
  - Do not put books, records, files etc. in larger boxes over 3.0 Cu. ft.
  - Be aware that: Two-drawer pedestal file cabinets can be left full.
2. Four drawer upright file cabinets can have the bottom two drawers remain full if there are stairs, if there is an elevator at both ends you may leave all 4 drawers full.
  3. Lateral file cabinets must be emptied if there are stairs, if there is an elevator at both ends you may leave the 2 bottom drawers full.
- Electronics such as Computers or Monitors etc. should be put in their original boxes if possible. If that's not possible, our movers will prepare them for you. When we arrive they all Computers should be disconnected and all keyboards, mice and other peripherals should be boxed or bagged and labelled as to which workstation they are going to.
  - Photocopiers / Large Printers / Plotters must be professionally prepared for the move. Contact your leasing company and discuss if they would like/need to move your leased items or it may void your lease. If they give permission for a moving company to move the items please schedule with their service team to prepare the items for us. Please remove all ink, paper, toner or waste cartridges that may spill in transit and please remove all finishers and external paper feeders from the main device.
  - All cubicles, large shelving units, or any other items that will not fit through doorways or onto elevators need to be disassembled prior to the move. Shamrock can help you with this and speak to your estimator or our office about getting a quote.
  - Do not water plants for at least 2-3 days before your move.
  - All items that are bolted to the wall or each other for Earthquake proofing need to be disconnected prior to the move. Shamrock can help you with this and speak to your estimator or our office about getting a quote.
  - Any items of extraordinary value should be pointed out to the crew leader or your estimator prior to us moving the item. We will need its value and an opportunity to professionally prepare the item(s) for moving.
  - Elevators and loading docks etc. at both origin and destination need to be reserved for us on all the days of the move. If reservations are not possible then please notify our office or your estimator immediately. Exclusive use of elevators is very important to ensuring a fast and efficient move.
  - Any restrictions or special requirements in your building or surrounding streets area should be brought to our attention immediately.
  - If you need packing materials remember we sell packing materials at competitive prices, over the phone or on our website at [shamrockmovingstorage.com](http://shamrockmovingstorage.com) Packing materials are delivered to you free of charge at your convenience.

## **Parking:**

- If street parking is difficult and will restrict easy access for the movers, i.e. your office is on a street car or Muni line, there is a bus stop in front of your building, the street is narrow or has lots of twists and turns, etc. and you will need to arrange for parking for the truck through MTA. Each truck will need 35-40 feet for parking and maneuvering. Additionally, when scheduling your move, please take into account parking restrictions, such as commute time tow away zones and street cleaning schedules. Our office can help organize parking permits through MTA if necessary.

**PREPARATION IS VERY IMPORTANT. IF DONE PROPERLY, IT CAN MAKE THE MOVE FASTER, SAFER, AND LESS EXPENSIVE FOR YOU.**