

# WHAT TO EXPECT ON YOUR MOVING DAY

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CBI Group is happy to be part of your office move/reconfiguration! The following are important items to keep in mind to ensure your project goes smoothly. Please contact us at 866-238-5111 with any questions or concerns.

**1. Please be sure that all desks and overhead hutches are cleared of items and liquids.**

- a. Personal items should be taken home or transported separately as CBI will not assume responsibility for personal items during the move.
- b. Lateral Files and tall vertical files should be completely unloaded, apart from the bottom two drawers. This will help provide support for shipment of the file cabinet(s). The contents of the top drawers of the lateral files can be packed into an e-crate.
- c. Smaller vertical files (pedestals) will be shipped with contents in place. Please lock the cabinet and take the key with you.

**2. Every item that is going to be moved needs to be labeled with its destination location. Contents in e-crates do not need to be labeled individually.**

- a. Please write the office number (for the new location) or your name on each label.

**3. Please follow any specific instructions from your I.T. team regarding computers and phones.**

- a. CBI requires all wires, keyboards, mice, etc. to be neatly stored in pink antistatic bags (provided). Only large hardware items should be left on the desk. Please place a label on the outside of the pink bag and on any hardware/monitors.
- b. Place the hard drive and monitors on the desk top unplugged and ready to move, or in the provided computer cart(s).

**4. Keep your space as clear as possible during moving day.**

- a. Non-essential employees should work remotely if possible. If not, they should be assigned tasks that can be completed away from the main areas being relocated.

## TIPS TO KEEP IN MIND

- 1. CBI will not be able to disconnect your computer prior to the move or reconnect it after the move.
- 2. CBI will not move TV screens or re-mount them. Contact your Project Manager or Project Consultant with any questions/concerns.