



# Office Moving Checklist

**Desks – Empty and pack all items from desk, protect any glass tops and secure doors and drawers.**

**Filing Cabinets (Upright) – Can be moved with files included, ensure that drawers are tightened to secure papers and lock or secure cabinet doors. Pack key lock in secure place.**

**Filing Cabinets (Lateral) – Empty contents from cabinets and file away for moving. Secure and lock cabinet doors and pack key in a secure place.**

**Bookcases – Remove and pack away all items. Remove shelves if possible and secure together for safe keeping. Pack shelf pins to shelves in an envelope.**

**Pictures/Wall Hangings – Wrap and secure each piece and tag as needed. Multiple smaller items can be secured together.**

**Printers, Scanners, Phones – If small enough, pack, wrap and label as fragile. Secure power cords with the appropriate item for easier locating.**

**Large Printers, Copiers, Reprographics Machines – Please contact your leasing company to determine if special accommodations must be made with them in advance.**

**Tip – Make sure each and every item, box, crate is tagged and marked with floor, room number, unit designations. Color coding your tags by floor or division name is also a useful strategy.**

**Tip – It's helpful to draw out a layout of your new office and indicate where you'd like furniture pieces be placed.**

**Purge. And then purge some more– Schedule a time prior to packing and moving to purge and recycle any unwanted or old equipment that will not be moved to the new location.**

**Have additional questions? Contact us and we can walk you through it!**

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