MOVING TIPS

FILE CABINETS
No need to unload standard file cabinets. Unload lateral file cabinets.

LATERAL FILE CABINETS

BOXES
Label boxes in three places (top and two sides.) Include your name, building, and room number.

TELEPHONES
Call UM Telecommunications. They will transfer phone numbers and move telephones (if the project calls for them to be moved.)

COPIERS
Contact your copy company—they will move your copier.

COMPUTERS
Movers can move computers—if cords are disconnected & boxed. Label computer & box with name building, and room number. Back up your computer; some will not come back to life!