

NPS Packing Guidelines

In order to make our move go smoothly, we will be using plastic crates for the packing up of files and personal contents. Crates are reusable and easily stackable, in addition to being environmentally friendly.

How to Pack a Plastic Crate:

- 1) Set your first crate on the dolly
- 2) Pack the contents up to the line located below the top of the crate (approx. 1/2")
- 3) Snap the lid shut
- 4) Place the second empty crate on top of the first, fitting it snugly between the interlock notches
- 5) Affix your move tag to the narrow side of the crate

Dimensions of crate:

24.25" x 15.25" x 12.75"

Pack:

- Workstation/Offices

This includes desktop items, desk drawers, filing cabinets, bookcases, towers and mobile pedestals

Do Not Pack:

- Desktop PC's , if you have one, and Computer Accessories (mouse, keyboard, docking station)
- Telephones

Take Home before the Move:

- Personal items (valuables, glass frames and accessories)
- Cell phones
- Laptops
- Plants
- Any personal property

Key Notes!

- ✓ Employees are only responsible to tag the crates they have packed (from personal workspace)
- ✓ If you have a lock on your laptop or docking station, please make sure it is unlocked before you leave.
- ✓ All common files and storage rooms will be tagged by IMC

