



# Relocation Packing Guide

*Hello!*

This Packing Guide contains all the information you will need to successfully prepare for your move. It covers recommended steps, how to label your items, packing procedures, and includes some forms you may find helpful to keep organized and sane.

At the bottom of this first page are the most important things to remember as you pack. We hate the idea of misplacing your boxes or mixing up your files as much as you probably do. Proper labeling and packing can set us up for success and help us avoid those headaches. If anything is unclear, reach out anytime.

Thanks for reading, and we're looking forward to moving you!

Fondly,

*The Relocation Team*

[relocation@gwu.edu](mailto:relocation@gwu.edu)

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## IMPORTANT: PLEASE READ

- You are responsible for correctly labeling and packing the contents of your workspace.
- **All personal items must be taken home prior to the move.** Personal items include laptops, plants, liquids, framed items, cell-phone chargers, breakables, and anything irreplaceable.
- All items must be labeled. This includes all furniture, boxes, lamps, etc.
- All furniture must be emptied. Please clean out your cabinets, desks, and credenzas of trash, loose paper, paperclips, pens, etc.
- All furniture must be emptied. Cleaning out furniture causes moves to be delayed.
- When packing crates and boxes, please be mindful of the weight. Moves go much faster and easier when crates and boxes are a reasonable weight. If you or a colleague cannot lift a box, our movers probably can't move the box either. We advise 50 lbs max.
- Day of move, your space must only contain items that will be moved.
- If you'll be absent during the move, be sure your items are packed and ready to go.
- Do NOT pre-move anything into your new space. We know it sounds like a good idea, but it's not.
- **Not following labeling and packing directions can result in your items being discarded. Please follow our guidelines to ensure your items arrive at their destination.**



## 1. Purge

We strongly recommend that you shred and purge *as far in advance as possible*. Every space and person is different, and 'purging' might mean 2 days for you while it means 2 weeks for someone else.

Avoid the stress of purging and packing last-minute! Here's our advice to you:

1. Take a deep breath, and remind yourself to stay positive. It *will* get done!
2. Schedule a time to sit down and think without interruptions.
3. Consider what items you have. List-making can be very helpful. Some list examples:
  - Personal vs. packing items: As we said before, personal items are your responsibility, and you can start taking those home anytime.
  - Essential vs. nonessential items: You may find it easier to pack in stages when you know what items can be packed early. We love early packers!
  - Keep vs. trash vs. donation items: We would love to take a look at items you're interested in giving away or sending to ReUse.
  - A list of mini-purges you can accomplish: For example, empty a filing cabinet, go through folders, take books off a bookshelf, clean out a drawer, etc.
4. Carve out a reasonable amount of time every day or week and dedicate that time to crossing things off your lists. Put up a reminder and keep yourself and your colleagues accountable to sticking to your purge/packing schedules.

## 2. Label

### Making your labels

Labels **must** be visible on every item that will be moved. If you run out of labels, see your Project Coordinator or Move Supervisor. Your labels are color-specific, so it's *extremely* important that you use the color designated to you. Do **not** make your own labels. It seems like a good idea, but it's not.

1. Write your name in the space that says "floor."  
Write your destination location (room number, cube number, etc.) where it says "room."
2. Please ensure your labels are consistent.
3. If a label does not stick well, use a piece of scotch tape to secure it.
4. Write the item number over the total number where it says "piece." For example, if Michael is moving a grand total of 24 items from the office his labels will show 1/24, 2/24, 3/24, etc. Your total must account for all furniture, crates, boxes, chairs, and other items.



### Labeling furniture



Put labels in an easy-to-see location.

Label **each** piece of multi-piece furniture (i.e. L-shaped desk or bookcase with shelves).



### Labeling chairs

Put a label where it will fully stick, like the arm, back, or leg. Use tape if necessary.



### Labeling electronics

Disconnect your equipment. If you need assistance, submit an IT Help ticket noting the desired day for support.

- **We strongly recommend laptops are taken home during the move.**
- Label your computer monitor **and** tower, but do not box. They'll go on a special cart.
- Label your telephone.
- Label your printer.
- Label your electronics plastic bag, which contains your mouse, keyboard, wires, speakers, and other computer accessories. Be sure to seal the bag!



*Reminder: it is the responsibility of the Project Coordinator or Move Supervisor to contact DIT ([itorder@gwu.edu](mailto:itorder@gwu.edu)) to transfer telephone and computer connections in your new location.*



### **Labeling other items**

Label your trash cans, recycling bins, floor mats, lamps, corkboards, whiteboards, etc., in a location that is easy to see. Mirrors and wall art should be bubble-wrapped, then labeled.

### **Labeling boxes and crates**

Put your label where it says “place label here.” It’s **critical** that you place labels on the side where indicated, and not on the top of the box where we can’t see it. When your boxes are stacked, labels must be visible.

TIP: We recommend taking an inventory of your labeled items, and have included a print-out so you can do just that, called the **Itemized Inventory Sheet**.

### 3. Pack

#### Boxes

We utilize different types of boxes, with each having specific uses and limitations. Please read the following information carefully. Be mindful of the weight as you pack.

Book boxes are the best boxes for moving books. They are brown, and they do not have lids.

- The bottom and top **must** be taped.
- The top flaps must be able to close. Open boxes cannot be moved.
- Place your label where it says “place label here.”
- Unlabeled boxes will not be moved.



Archival boxes have lids and are ideal for moving desk and office supplies. Archivals may also be used to move books.

- The lid must fit properly.
- Place your label where it says “place label here.”
- Unlabeled boxes will not be moved.

O&I boxes are white and the biggest box we usually provide. However, this doesn't mean they should carry more than our advised 50 lbs. Please **DO NOT** pack books in O&I boxes.

- They must close securely.
- Make sure they don't exceed 50 lbs.
- Place your label where it says “place label here.”
- Unlabeled boxes will not be moved.







## Frequently Asked Questions

**1. Can I get some more boxes and/or crates and/or bubble wrap?**

Of course! Contact your Project Manager or Move Supervisor first, because you may not be the only person requesting more supplies. We'll get them to you as soon as we can.

**2. I ran out of labels but my colleague has some in a different color. Can't I just use hers but write my name and room number on them?**

Please do not. The colors are assigned for a reason and they help keep the move flowing, not to mention guarantee items go to the correct destination!

**3. Will you let me know if you find something in my room that I left behind?**

Please assume that any items in your room that are not labeled will be discarded.

**4. I'm less than excited about the space I'm moving into. Can you help with that?**

Unfortunately we cannot reassign your move destination.

**5. We have a dozen file cabinets, but we took out the important stuff. It's okay if there are some papers shoved in the back of them, right? Do I actually need to clean out every single drawer and cabinet?**

Again, all furniture must be cleared out, completely. When this doesn't happen, a member of the Relocation Team uses valuable time to root through cabinets, drawers, and closets to make sure that personnel records, sensitive files, electronics, and GWU materials are properly redistributed or discarded. Unfortunately, we cannot simply dump your leftover stuff into the trash bin. This sorting can take a lot of time, and causes delays for both your move and the next scheduled move. Please help us help you by clearing out your furniture. We really appreciate it!

**6. I have some questions and/or concerns about my cubicle/room...**

We recommend getting in touch with your Project Manager or Move Supervisor.



Use for offices, supply rooms, common spaces, etc. Print as many as needed. Keep for your reference.

<b>Itemized Inventory Sheet</b>		<b>Name:</b>	
<b>Origin:</b>		<b>Destination:</b>	
1.		15.	
2.		16.	
3.		17.	
4.		18.	
5.		19.	
6.		20.	
7.		21.	
8.		22.	
9.		23.	
10.		24.	
11.		25.	
12.		26.	
13.		27.	
14.		28.	



Use for crates and/or boxes in order to keep track of contents. Print as many as needed. Keep for your reference.

<b>Box/Crate Contents Sheet</b>	<b>Name:</b>
<b>Origin:</b>	<b>Destination:</b>
Box/Crate #: _____	