



# OFFICE RELOCATION ORIENTATION

Thank you for selecting Ray Hamilton Company and for your support in continuing our tradition.

Establishing an effective internal organization to manage and coordinate your transition to your new facility is key in ensuring a safe and on-time relocation. This group or “Relocation Committee” must be started as early as possible. In addition to the Ray Hamilton Relocation Project Manager, department heads are logical committee members. Usually the Office Manager or a Facility Manager is the committee head. Each member should have definite responsibilities to ensure the success of the relocation and they should have deadlines that must be established and achieved.

The Relocation Committee’s work should be communicated to all associates. We have found that it is good for morale to communicate and describe the relocation process to everyone involved.

Thanks for the opportunity to be of service, please call me with any questions.

*J.D. Wallis*

The Ray Hamilton Company  
2105 East Kemper Road  
Cincinnati, OH 45241

Direct Dial: 513-504-6750

E-mail: [jay@rayhamilton.com](mailto:jay@rayhamilton.com)  
Web Site: [www.rayhamilton.com](http://www.rayhamilton.com)

# OFFICE RELOCATION GUIDE

**Important information in preparation for your relocation**

## **PACKING**

You will be responsible for your own packing before the actual relocation. All packing should be completed prior to the start of the actual move day. The mover cannot be responsible for personal possessions, such as legal papers, money, etc. For your own protection, we suggest that you move these items privately. If you need special containers, ask your Relocation Project Manager.

**You will be provided the following packing material:**

- E-Crates and dollies.
- E-Carts.
- Security seals (special request required).
- Color coded labels.
- Office placard template.



The Ray Hamilton E-Crate and dolly system makes for an economical, easy and efficient move of a wide variety of items.

From odds and ends, to high value products, our E-Crate is far superior to traditional cardboard boxes.

**THIS IS E-CRATE**



**RAY HAMILTON COMPANY**  
*Specialized Logistics Professionals*

**513-641-5400**



• E-CRATE arrives assembled and ready to use.  
No messy tape required.

Two security holes make  
E-CRATE fully lockable to  
meet HIPAA standards.

• Made of injection molded  
polypropylene, E-CRATE is virtually  
indestructible.

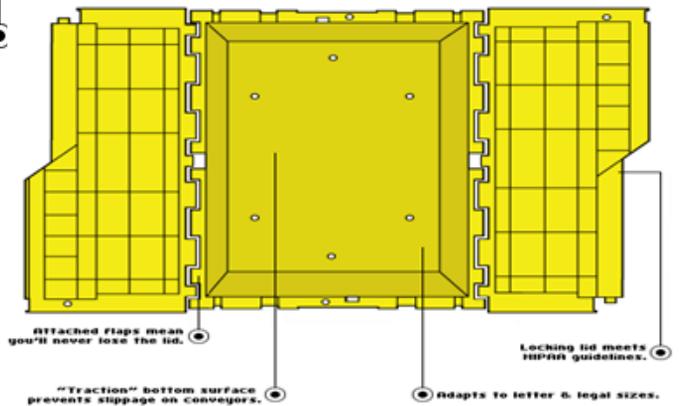
• Reduce the amount of labor during a  
move. E-CRATE holds more which  
means less bulk and loading time.

• Tapered body design  
allows for nesting of  
up to 20 empty crates.

E-CRATE is reusable again and  
again up to 15 million times.

• No box-building preparation.

• No messy tape here. E-CRATE has a  
built in pack-and-snap closure system.



**DIMENSIONS:**

Interior = 24.25" X 15.25" X 12.75"  
Exterior = 27.75" X 18.25" X 13.5"  
Capacity = 2.7 cu.ft.

**DELIVERY:**

Truck (26' x 96") = 500 crates / 125 dollies

Use the E-Crate to pack all contents from the desks and credenzas. This includes current working papers, letter trays, books, and other desk top items. Seal paper clips, pencils and all other loose materials in envelopes and then pack them in cartons. Protect all glass receptacles with paper or other stuffing. Leave glass tops and pads on top of desks for the mover.



Packing and Stacking is Easy and Efficient, and Hanger Bars and Labels help to organize the contents of each E-crate.

**E-Carts:**

Use the E-Card to pack larger items that will not fit in the Ray Hamilton Company E-Crates. The E-Carts are four shelved with dimension of 48 inches long, 22 inches wide and 52 inches high.



## **FILE CABINETS**

Vertical filing cabinets can be moved with contents intact. Tighten the internal drawer plate in each drawer to hold contents in place. Lateral filing cabinets over two doors need to be packed using the E-Crates or E-Carts..

## **SECURITY FILES**

All files should be locked prior to moving. If security regulations necessitate escorts, advise the Relocation Project Manager and arrangements will be made. Security files may then be consolidated and moved on one or more vans as required.

## **SUPPLY OR STORAGE CABINETS**

Pack all contents in E-crates/E-carts. Cabinet doors should then be locked, taped or tied.

## **BOOKCASES**

Remove all books and pack in E-Crates or on E-Carts. Make sure to remove all shelves and pins prior to the relocation.

## **COMPUTERS & OFFICE MACHINES**

All machines must be unfastened, disconnected and labeled. Pads and covers for machines should be placed on E-carts. Load all electronics on the E-Cart. If the item is too big for an E-Cart, leave the item on a flat work surface with label attached.

## **KEYS**

Where locks and keys are available for any item being moved, keys should be wire tagged and coded to the locks they fit and packed in a safe place.

## **PICTURES, MAPS & BULLETIN BOARDS**

Tag each piece according to tagging instructions. Place them on end, back to back in E-crates. If the item does not fit in an E-crate, lean it against the wall and the relocation team will take it from there. Consolidate small pictures in E-crates. Cushion with packing material, i.e. newspaper or bubble wrap.

**Note:** *Label all common area art work, such as pictures, to one central location at destination.*

## **SPECIAL EQUIPMENT**

Professional servicing may be required on copy machines, computer equipment, etc. The servicing of these machines should be done by a vendor before the move takes place. All equipment containing liquid must be drained prior to the move. Telephones are to be disconnected from desks.

## **PLANTS (live or artificial)**

Since the mover cannot guarantee the safety of plants, employees must arrange for other methods of transportation.

**TAGGING AND MAPPING:**

Assorted colors are available for your tagging requirements. Obtain your specific code assignments for floor, room, number, etc. from your Relocation Manager. Carefully print your identification code in large letters with dark crayon or magic marker before placing tags on items.

***Please make sure the new office has been placarded and mapped.***

**Ray Hamilton would suggest that all items that are to be relocated be labeled. If items are not labeled, it will be our understanding that these items are not to be moved.**

| Ray Hamilton Co.<br>Reliable<br>Reasonable<br>Responsible<br>"The Professionals" |      |       | 513-641-5400 | www.rayhamilton.com |
|--|------|-------|--------------|---------------------|
| FLOOR  | ROOM | PIECE |              |                     |
|  |      |       |              |                     |

**COLOR:** The color of the label indicates the specific area of the floor.

**FLOOR:** This number directs the elevator operator to your floor.

**ROOM:** This number directs the pushers and placers to your specific office or workstation.

**PIECE:** This block is for information for the placement of the piece and corresponds with the furniture placement grid.

## **SPECIAL TYPES OF FURNITURE**

“L” desks and conference tables may need to be dismantled. If so, be certain that all sections of the pieces of furniture dismantled have the same tag color and code information.

## **ARTWORK**

All artwork should be removed from the wall and labeled. All artwork should be designated to one common area at the new location.

## **FACILITIES**

Client is responsible for, and will be required to, coordinate with the respective Facility Manager or Building Manager in regards to timing of loading and unloading.

Client is responsible for the following:

- ***Clear close access of all locations.***
- ***Dock access.***
- ***Exclusive use of freight elevator.***
- ***Certificate of Insurance with additional Insured noted.***
- ***Independent service elevators as needed.***
- ***Time and date with load and unload times.***
- ***Notification to police of park permits if required.***



## **PRE-MOVE SERVICES**

We will provide (at your request) a relocation orientation with your staff prior to the move to your new facility. This relocation orientation will give your employees an opportunity to be part of the move process.

## ***AFTER THE MOVE***

Your first concern will be to get unpacked and back to a normal operating routine as quickly as possible.

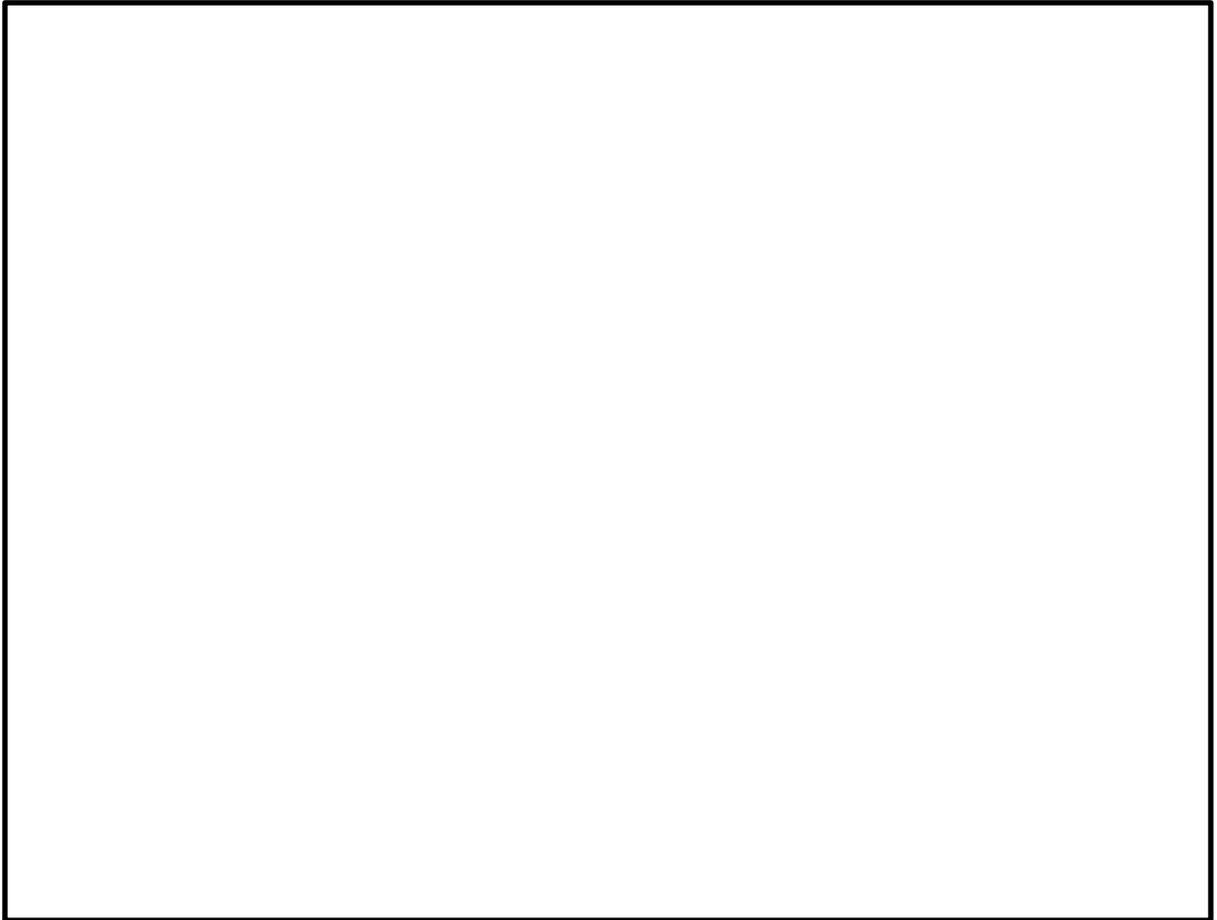
As soon as you have completed unpacking, place the E-Crates and E-Carts in a central area for removal from the offices.

***Please remove label and empty completely.***

## **DAMAGE ASSESSMENT**

Although the mover will exercise extreme care, some damage may still occur. Prior to establishing a claim, the employee, the supervisor or the Relocation Project Manager must be familiar with the condition of the furniture or equipment to know if damage occurred during the move. If damage has occurred, notify your supervisor immediately so a claim report can be filed.

***Placard Example***



**NAME** \_\_\_\_\_  
**ROOM** \_\_\_\_\_  
**FLOOR** \_\_\_\_\_