

Packing Instructions for Center for Translational Research and Education

Labeling: Your assigned room number is your new address for the purposes of moving into the Center for Translation Research and Education (CTRE). Every item that is to be moved for you **MUST** have a label color matching your floor. As consistently as possible, labels should be placed in front upper right hand corner of all boxes, equipment, etc. Before adhering, peel back a little of a corner onto itself for easier removal.

The following is the label color for each floor at CTRE:

Floor to be Relocated	Color Label to Use
Basement	Orange
1 st Floor	Red
2 nd Floor	Green
3 rd Floor	Gray
4 th Floor	Pink
5 th Floor	Blue
Sensitive Information	Yellow
Temporary Storage in Maguire	Purple
Trash	Black

On a case-by-case basis, items designated for temporary storage should be designated you will be storing your office contents over the summer you will apply a purple temporary storage label to your boxes along with your completed CTRE move label.

If you are moving protected or sensitive information and you cannot personally carry it with you, apply a yellow label to your boxes as well as a completed move label color label designated for your floor with your completed CTRE Move Label. You will need to be present at the time of the move. You will need to escort the movers and be responsible for making sure that all of your items have reached their destination. Hallett Movers will not move any boxes with a yellow label without the owner being present.

Loyola employees will be responsible for labeling their belongings before the movers arrive to begin the move. The move label has three categories: **“Floor, Room Number, and Piece.”** You will mark your label with your DESTINATION floor and room number. Please put your last name and sequential box number in the “Piece” section of the label. Workstations in the office area must be identified by the number sequence included on the plans provided to the move coordinators. Each Loyola employee will be responsible to inventory the contents of their boxes. Labels should be placed in front upper right hand corner of all content to be moved.



Packing Label

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The Loyola employee will also be responsible to package all computer accessory items into a plastic computer bag. This includes keyboards, mouse, speakers and any other wires that belong to your computer. The plastic computer bag must have a sticker with the destination room number placed on the outside of the bag. The movers will then pack the monitors, PCs, and computer bags and will relocate them to their appropriate destination.

NOTE: Protected information should never be stored on a PC. Please make sure that any such information is on a network drive and NOT on the PC being moved.

Please do NOT move your phone; the phones will be reprogrammed at their current location. Phone numbers will be transferred during your specific move window as outlined in the move schedule. IT support will be available with reconnecting your computer through the traditional support networks.

Moving boxes, computer bags and colored labels are available in 2nd Floor, Maguire Center and 2nd Floor, Building 102. Your institute's move coordinator will be responsible for passing out move materials as needed.

Reusable plastic crates will be available two weeks before your expected move date. The plastic crate should be used for packing glass wear and breakable objects. The reusable packable crates are expected to be unpacked and returned within one week of relocation to CTRE.

No furniture will be relocated to CTRE. This includes filing cabinets, bookcases, storage armoires, side chairs, etc.

Office Machines: Computers, personal printer, fax machines, scanners, etc. that do not fit into a tote carton or crate should be labeled correctly and will be packed by Hallett. Unbolt all machines prior to moving. Detach all cords, place in clear plastic bags and label the bags. Each computer component such as a monitors, CPUs, and keyboards should be labeled appropriately.

Storage Cabinets and Bookcases: Empty and pack contents into book cartons.

Photographs, Artwork, and other Decorations: Small items and breakables can be wrapped in newspaper or bubble wrap and packed in cartons. Any artwork/decoration that doesn't fit into the cartons should be tagged with the appropriate label and will be moved by the mover.

Non-packable Items: Items too large for tote or book cartons (i.e., blueprints, brooms, posters) should be bundled, tied or taped together and labeled. Awkward or unusually-sized items that do not fit in boxes (i.e., globes, personal desktop printers, desk top file organizers) should be labeled and will be packed and handled by the movers.

Please, take home, any personal valuables, fragile/delicate items, and plants.

All boxes need to have closed, flat tops for stacking purposes. No need to overstuff, just use a new box! Boxes with supplies or materials already packed just need a label added, no need to repack.

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Tote Carton



Reusable Plastic Crate



Computer Accessories



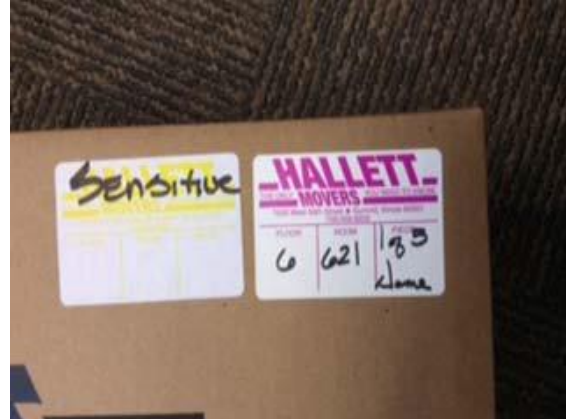
Computer Monitor



Computer CPU



CTRE Standard Move Label- Use specified Label Color. Identify the Floor, Room #, Your Name and Piece #



Sensitive Information – ADD Yellow Label next to CTRE Standard Move Label