










Packing Instructions

Planning, Design and Construction



<p>Boxes</p> <ul style="list-style-type: none"> • Remove any existing labels • Place Labels on side of box • Box Size 17-3/8" x 12-1/2" x 12-1/2" 		<p>Chairs</p> <ul style="list-style-type: none"> • Place the label on the top of the arms or the base of the chair. 	
<p>Computer</p> <ul style="list-style-type: none"> • Place a label on the monitor, tower and trash can with miscellaneous computer parts. 		<p>Copier</p> <ul style="list-style-type: none"> • Place the label on the front. 	
<p>Computer Table</p> <ul style="list-style-type: none"> • Place label on the top of the table. 		<p>Desk</p> <ul style="list-style-type: none"> • Place the label on the top. • Empty all drawers. 	
<p>Bookcases</p> <ul style="list-style-type: none"> • Everything must be removed. • Pack the shelf clips in your moving boxes • Place the shelves at the bottom of the bookcase • Place the label on the inside. 		<p>File Cabinets</p> <ul style="list-style-type: none"> • Place the label on the front. • Remove all magnetic items. • See instruction sheet for packing detail. 	
<p>Label – Bookcase Shelves</p> <ul style="list-style-type: none"> • Place label on the top of the shelf. • Place all shelves at the bottom of the bookcase. • Write the number of shelves in the upper left hand corner & circle. 		<p>Labels</p> <p>KEL – Kellogg Library CRA – Craven Hall UNIV – University Hall ACD – Academic Hall SCI – Science Hall 1 SCI2 – Science Hall 2 ARTS – Arts Building FCB – Classroom Building USB – University Services</p>	