

## PACKING BINS

Bins will be provided – Bins are recycled plastic boxes that are self-locking and stackable.

Do not overfill the bins when packing. It is important that the lids are able to properly close all the way. These bins will be stacked and need to be closed completely to ensure safety.



### Step 1

Stack it



### Step 2

Pack it



### Step 3

Close lid



### Step 4

Place next empty bin on top



### Step 5

Continue packing bins on 4-wheel dolly



### Step 6

Place label on the short side of each bins



### Step 7

Packing is complete  
No more than 4 bins high



### Hint

File cabinet drawers need to be unpacked from the top down