

Do's

Do fold one corner of your label before applying. It's a helpful hint for easier label removal.

Do affix labels on side of moving bins, not tops or bottoms.

Do pack your "work-in-progress" in a bins labeled by you "first to unpack".

Do empty and pack contents of all furniture, storage cabinets, workstation drawers, file cabinets, etc.

Do pack everything in moving bins that will fit. Label all items that are too large to fit in a bins (anything that was submitted as specialty equipment get its own label).

Do label every item that has been approved to move (tags do not adhere to plastic or fabric very well and may need a little help with scotch tape).

Do use the label color you were given (Labels are color coded by move phase).

Don'ts

Do not take the bins home. Bins are rented and UCF Downtown will be charged if lost.

Do not label your personal items, knick-knacks, glass, artwork or plants if you consider them irreplaceable. Please take them home before the move and do not bring them into your new office until after the move is complete.

Do not re-pack items that are already packed, please place a label on original box (For example, if you have a box of files that you have already packed, do not pack this inside one of your bins. Simply place a label on that box).

Do not over-stuff your bins or leave it open; the items inside could be crushed or lost.

Do not tape or write on the moving boxes or bins.

Do not place items for moving in your trash can or recycle bin.

Remember.... No Label, No Move.