

# PACKING INSTRUCTIONS

## WORKSTATION BELONGINGS

Pack your workstation belongings into moving boxes and label them with a moving sticker. Remember to also check and empty drawers, cabinets, and shelves. Lockable lids are available for moving boxes containing confidential material.

Mark furniture that is being moved to the new premises with a moving label. Leave cabinets and drawers unlocked. Niemi's movers will prepare them for transport and tape the key to the inside of the door or drawer.

Sort and take all unnecessary items, such as waste paper, data protection material, and electrical and electronic waste (WEEE), to the recycling point provided by Niemi.

## IT EQUIPMENT

Mark monitors and docking stations with moving labels. Disconnect all cables and pack them, along with the mouse and keyboard, neatly in a moving box or padded bag. Leave the monitors and docking stations marked on your desk.

Niemi's professionals will pack all IT equipment in roll cages or moving cabinets, which will be transported safely to the new address.

Also label printers with moving labels. We will transport small printers in moving cabinets and larger ones separately.

## FRAGILE OR LARGE ITEMS

Carefully protect fragile items, such as kitchenware, with suitable packing materials and pack them tightly in moving boxes.

Mark the moving box with a moving label and tape the word "FRAGILE" to both ends of the box.

You can pack bulky items in a moving box or on a trolley. If they extend beyond the edges of the moving box, leave the boxes on the floor next to each other.

Rolling carts are convenient for packing cardboard boxes, paintings, screens, and other small items that do not fit in moving boxes or are too heavy to carry in them.

## LABEL BOXES AND FURNITURE WITH MOVING LABELS

Label each item or piece of furniture to be moved with a Niemi moving label. Write the item's "address" clearly on the label with a marker, i.e., the number of the workstation to which the item will be moved in the new premises, the floor, and your name, e.g., "workstation 45, 5th floor, Maija Muuttaja.

Attach the moving label to the long side of the moving box. Stack the moving boxes so that the labels remain visible.

Mark boxes and furniture to be moved to different addresses or premises with different colors. You can order moving labels from us in six different colors.

Remove the moving labels as soon as possible after the move so that no tape marks are left on the furniture.

## PACK AND STACK MOVING BOXES CORRECTLY

Only fill the moving box up to its carrying handles. If the boxes are packed too full, the contents may not stay in place when the stack of boxes is tilted onto a hand truck.

Pack loose papers at the bottom of the box or in plastic bags.

Turn the metal handles of the box upwards before stacking. Always lift the box by the carrying handles, not the metal handles.

Stack the packed boxes in stacks of no more than four, so that boxes going to the same place are in the same stack. Check that the markings on the boxes remain visible.