

PACKING INSTRUCTIONS IN CONNECTION WITH OFFICE / LABORATORY MOVING FOR AARHUS UNIVERSITY

In connection with the relocation to the University City, please follow the instructions below to make the moving as smooth as possible:

PACKING INTO MOVING BOXES:

1. Remember to assemble the box correctly, as shown in the assembly instructions printed on the box (the bottom can fall out of the box if it is not assembled correctly).
2. Do not pack more into the box than it can be lifted - **max. approx. 20 kg**. Pack ongoing cases, loose effects, ring binders, etc. in a moving box - Feel free to use extra boxes instead of making the boxes too heavy.
3. All boxes must be marked with the moving labels handed out, and it is important that these have the right colour and is provided with your initials and possibly room no. in the new office or laboratory. For boxes going to the common areas just write room number or room function (e.g. "depot 1"). Place moving labels under the handle on both ends of the moving boxes so that these can be seen when the boxes are stacked.
4. The main rule is: Everything should go into boxes, but only if they can be closed!
Never put moving boxes on your desk while packing / unpacking as it can cause scratches!

PREPARATION OF FURNITURE AND IT:

5. IT equipment, printers, etc. must be separated. PC monitors must be placed in an open moving box with the screen facing the side of the moving box - the computer / docking station is also placed in the same moving box. Keyboard, mouse, cables, etc. must be placed in the same open moving box that must also be marked with moving labels.
6. **Height adjustable desks** must be placed in the lowest position and cables must be tied/taped to the desk.
7. Keys for office furniture, steel cabinets, drawer modules, etc. must be stored by the individual employee.
8. Smaller laboratory equipment must be placed in steel cages with shelves, and the cage must be marked with labels.
Larger and heavy equipment must be marked with labels, and then "Møbeltransport Danmark" (the moving company) will handle the equipment.
9. Nailed effects must be disassembled.
10. Remember to mark all furniture that should be moved with the moving labels handed out: pictures, boards, etc.
If there is furniture that will be separated during the move, it is important that all parts are marked individually (e.g. side tables for desks, meeting tables in sections, shelves, etc.)
11. Moving labels do not attach well to furniture fabric. Put them on armrests, plinths or the like.
If furniture/equipment is not marked, it will not be moved to the new premises.
12. Remember to remove moving labels immediately after moving (both from furniture and moving boxes).

After moving, please take the moving boxes to a central location in a folded condition, preferably on a pallet, after which Møbeltransport Danmark will pick them up and count them.