

MOVING YOUR OFFICE SAFELY

Helpful video: http://www.lbl.gov/Workplace/CFO/cfo_ehs/MovingSafelyPartI.html
http://www.lbl.gov/Workplace/CFO/cfo_ehs/MovingSafelyPartII.html

Please consider the following when preparing to move your office

Order additional Paper Recycle Bins from Custodians
Order additional CD/Diskette and transparency Recycle Bins from Waste Management (x6337)

Personal Considerations

1. If you have dust allergies, wear a mask or cover your nose and mouth with a cloth handkerchief.
2. If you have sensitive skin, wear gloves.
3. If you have sensitive eyes, keep hands away from your face and eyes.

Material Handling

1. Professional movers will move your boxes and equipment.
2. If you lift boxes / items:
 - a. Plan your lift.
 - b. Plan your move path.
 - c. Lift with your knees/legs and NOT OUR BACK.
 - d. DO NOT TWIST while lifting or holding your load.
 - e. Consider warm up stretches prior to lifting.
3. If you have a history of back pain, DO NOT LIFT.
4. In all cases consider using professional moving personnel instead of lifting/moving items yourself.

Paper and Electronic files:

1. Take the time to remove excess paper from your files. Recycle all paper.
2. Do not overfill paper recycle containers. Call custodians for additional containers.
3. Remove/discard excess diskettes. Recycle in boxes provided by Waste Management.
4. Recycle transparencies. Use boxes provided by Waste Management
5. Recycle cardboard. Place in cardboard dumpsters.
6. Save file folders and hanging file folders for reuse.
Consider archiving.

<http://www-library.lbl.gov/public/tmAro/aboutus/AroDefault.htm>

Loading Boxes and Totes:

1. Don't overload boxes and totes.
2. Stack loaded boxes/totes no more than 2-3 high.
3. Keep egress areas clear.
4. Don't block eye wash/safety showers or electrical panels with boxes or totes.

5. Use hand carts to move boxes and totes if possible.

Designate Areas for Salvage Items

1. Keep collection areas neat and orderly
2. Keep egress areas clear
3. Don't block fire extinguishers
4. Don't block eye wash/safety showers or electrical panels

Supervisors

1. Walk around – look for unsafe areas and risky practices.
2. Watch for collection areas that are “expanding” into unsafe configurations.

Computer

1. Save disk space by deleting unneeded electronic files (remember to empty your “Trash”!)!
2. Backup your files.
3. Professional movers will move your computer and printing equipment.

New office/building

1. Find out who your building manager/building emergency team is.
2. Locate the nearest emergency exit to your office space.
3. Identify the locations of fire alarm call stations.
4. Locate recycle/reuse bins
5. Request an ergo evaluation of your new workstation.
6. Store boxes and totes safely in your new work area until unloaded.
7. Keep egress areas clear
8. Identify your “duck and cover” space and maintain it free of obstacles.
9. Remove empty boxes and totes.
10. Don't block fire extinguishers, electrical panels or emergency eyewash/showers with empty boxes/totes.
11. Use appropriate lifting techniques to unpack boxes and totes.
12. Submit Facilities Work Request for seismic bracing.