



U.S. General Services Administration

# Federal Acquisition Service

## Specialized Packing Procedures

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## Method of Preparation

- Determine schedule requirements
- Inventory of Items to be Moved
- Assign cubic measurement to each item



## Pre-Move Meeting

- Project Manager meets with vendor representatives and building managers at both locations
- Project Manager provides
  - Grid Sheets
  - Moving Instructions
  - Checklist for the Move Coordinator



## Packing Preparation

- Estimate packing and unpacking
- Estimate varies based on certain conditions
- Determine total projected move time
- Determine manpower requirements



## Color-Coding System

- Ensures efficiency
- Is coordinated with blueprint layouts of the new space
- Items must be labeled according to the planned color-coding system with
  - new room and floor number
  - Do Not Move label
  - Storage label



## Placards

- Placards are used as directional signage for the movers
- Used to identify room numbers, elevators, and other appropriate locations at the destination



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# Grid Sheets

- Grid sheet for each location is provided
- Equipment layout is drawn on the grid sheets and placards are placed outside the individual offices
- Enables the movers to place items correctly within each space
- A Moving Instruction Brochure is provided to all employees prior to the move



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## Packing Procedures

- Specialized boxes and Tote Cartons
- Wooden Box Crates
- Book and File Carts
- Electric Carts
- Pictures and Personal Items





## Electronic Equipment

- All electronic equipment (such as computers, typewriters, fax machines, small printers, etc) is placed on padded three-shelf equipment “carriers”
- “Carriers” are rolled onto the truck; padded, and secured in place
- “Carriers” are placed within the office suite



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### Art Work

- All art work is individually wrapped and packed by trained professional staff
- Materials include a combination of 5-ply paper pads, reusable furniture pads, cartons, specially designed padded picture carriers, or tri-wall commercial bins



## Libraries and File Rooms

- Custom mobile library carriers are used in combination with the color-coding system
- Move system is designed to allow staff access to the library during the move process
- Library carriers save both time and the cost of cartons



## Information Systems

- Technology system coordinates information
- Work ticket
- Information is centralized and questions can be immediately answered
- Processing errors are virtually eliminated



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## Premise Protection

- Tempered Masonite
- Personnel are trained
- Special floors
- Specially designed molded fiberboard corner boards
- Corrugated cardboard



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# Standard Services

- Attendance of Project Manager at pre-move meeting
- Proper building protection to both buildings
- Individual packing of artwork and lamps
- Specialized packing of electronic equipment utilizing mobile padded electronic equipment
- Disassemble and reassemble secretarial desks and conference tables as needed



## Standard Services (continued)

- Full Replacement Value Transit Insurance on all furniture and electronic equipment
- All furniture, contents and electronic equipment moved as outlined on original walkthrough
- Vacuum main corridors after move completion
- Final walkthrough with client

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## Schedule Details

For general schedule questions, contact:

Phone: (212) 264-0868

E-mail: [smartshop@gsa.gov](mailto:smartshop@gsa.gov)

### 81 I B SHIPPING, PACKAGING AND PACKING SUPPLIES

Category	Description
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617 1	<b>Bags and sacks</b> Includes shipping and protective envelopes; liners for bags and sacks; textile and paper laminated shipping bags, closures for bags and sacks. Such bags would include, but not limited to the following: Artillery cleaning staff bag, jute, poly, scrap, duck, dirt, novelty, wook, twine poly, tie string, heavy weight, light weight, rot and mildew resistant, biodegradable, polypropylene, mailing, zipper, bubble, fabric, foam, glassine, shring (bags), mini grip, reclosable, custom, poly bags: medium, heavy and extraheavy weight, gusseted, laminated paper, totes, door hanging, woven, sandwich, eco-friendly, trash, lunch bag mail bag, mesh bag, metal foil bag, paper bag, sand bag, waste receptacle bag, collapsible tank equipment packing and storage cover, drug dispensing envelope, packaging envelope, protective envelope, plastic security bags, mailers/envelopes, bubble air cushioned, packung list protector, interior packaging sleeve and metal foil sleeve and T-sack. Barrier material includes but not limited to: Grease proof, waterproof, flexible & heat-sealable barrier material.
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## Questions?

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