

**AARHUS UNIVERSITY**  
**PACKING INSTRUCTIONS IN CONNECTION WITH OFFICE MOVING**

In connection with the upcoming move, please follow the instructions below so that unavoidable moving inconveniences will be kept at a minimum:

**PACKING IN MOVING BOXES:**

1. Please note that the box must be assembled as shown in the instructions printed on the boxes (the bottom of the box can collapse if not assembled correctly).
2. Do not overload the box. **Maximum 20 kgs per box.** Binders must be placed with the back in top of the box! Several moving boxes are preferred rather than overloaded boxes.
3. Mark all boxes with the handed out moving labels. It is important that they have the right colour and that you provide them with your initials and the room number of your new office. As to moves to common areas, please state room number or room function (e.g. Archives). Place the moving labels under the handle on both ends of the moving boxes so that they are visible when the boxes are stacked.
4. The general rule is: Pack everything in boxes as long as these can be closed!  
**Never place the moving boxes on top of your desk while packing/unpacking - this may cause scratches!**

**PREPARATION OF OFFICE EQUIPMENT AND IT**

5. IT equipment, printers, etc. must be disconnected. Place flat screen monitors with the computer/docking station in an open moving box. Place keyboard, mouse, cables, etc. in the open moving box as well. Mark the open box with moving labels.
6. **Height-adjustable desks must be placed in the lowest position** and please tie / tape up the wires.
7. Keys for office furniture, steel cabinets, drawer units, etc. must be kept by the individual employee.
8. Please empty filing cabinets and drawer units/cassettes.
9. Please unbolt firmly nailed objects.
10. Remember to mark all equipment to be moved with the moving labels: wall pictures, boards, etc. If there is furniture that is expected to be separated during the move, it is important that all parts are marked individually (e.g. desk side tables, conference tables in sections, shelves, etc.)
11. Moving labels do not stick well to furnishing fabrics. Therefore, put the labels on armrests, sockets, etc.  
**If furniture or equipment is not labelled, it will not be moved to your new office.**
12. Please remove the moving labels immediately after the move (both from the furniture and moving boxes).

When the move is successfully completed, please gather all boxes folded up in one central location, preferably on a pallet. Møbeltransport Danmark will then collect and count them.

**Enjoy your move.**

**MØBELTRANSPORT DANMARK**