

# LIFT PREPARATION CHECKLIST

## CUSTOMER WORKSTATION/OFFICE PREPARATION CHECKLIST

- Unload overhead storage cabinets (except those mounted to drywall)
- Unload all panel mounted storage cabinets/shelves
- Unload pedestal files under bridge work surface in typical workstations
- Unload overfiles above lateral files except in cove areas
- Unload all two-door metal/wood storage/tower cabinets
- Remove/pack all items on top of all filing, overheads, storage cabinets, bookcases, etc.
- Remove/pack all loose items on the floor (shoes, heaters, chair mats, etc)
- Remove computer hard drive from floor if possible
- Remove/pack all loose items on all surfaces in private offices
- Remove/pack all any hutch unit in private offices
- Remove/pack all loose paperwork on workstation/desk/work surface
- Unlock all filing (please notify if/which filing must remain secure)
- Back up and turn off computers
- Unload top drawers/shelves of all ganged/joined lateral filing to be removed

**WHEN BOXING/PACKING PERSONAL ITEMS, PLEASE CLOSE BOX AND LEAVE ON DESK OR CHAIR.**