

# COLOR CODING

Color Coding a relocation is one of the key steps in executing an efficient move. Once the final floor plans are available they will be labeled and numbered for access routes to the areas from available elevators or entrances.

COLOR CODING		
FLOOR	ROOM	PIECE

- ★ Prints are color-coded and placement of directional signs, room numbers, and individual labels will be made available.
- ★ Zones are set, rooms are numbered, and at least three copies are made for Security Storage.
- ★ Coordinators receive full prints of their areas along with colored labels to give to their personnel.



## OBSERVE THE FOLLOWING RULES:

- ★ Use **only** labels provided by Security Storage.
- ★ Only tagged items will be moved. Not to be moved labels can be provided by Security Storage.
- ★ All labels are to be filled out completely: floor, room number, and piece number where applicable.
- ★ Use same number on all cartons and related accessories (waste cans, floor mats, etc.) as number assigned to office.
- ★ Tag all wall hangings in upper corner for easy identification when placed in cartons.
- ★ Proper sequential numbering of file cabinets, sectional bookcases, etc. is **essential for correct placement at destination.**
- ★ Place labels in standard areas according to our instructions. Bend right corner of labels back, this will allow for easy removal.

<b>SINCE 1890 SECURITY STORAGE &amp; MOVING CO. 202-234-5600</b>		
<b>FLOOR</b>	<b>ROOM</b>	<b>PIECE</b>

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<b>FLOOR</b>	<b>ROOM</b>	<b>PIECE</b>

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<b>FLOOR</b>	<b>ROOM</b>	<b>PIECE</b>

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<b>FLOOR</b>	<b>ROOM</b>	<b>PIECE</b>

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<b>FLOOR</b>	<b>ROOM</b>	<b>PIECE</b>

<b>SINCE 1890 SECURITY STORAGE &amp; MOVING CO. 202-234-5600</b>		
<b>FLOOR</b>	<b>ROOM</b>	<b>PIECE</b>

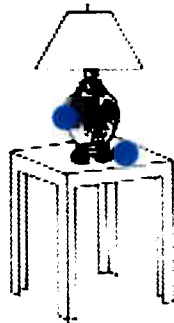
# TAG PLACEMENT

Please follow the illustrations in order to place coded tags in a uniform manner. Security Storage requires this uniformity to quickly and efficiently replace your furniture and equipment in the new location.

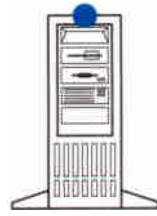


CHAIR

CHAIR



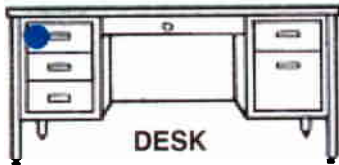
LAMP AND  
TABLE



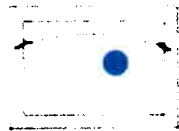
COMPUTER



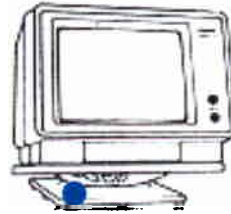
TYPEWRITER



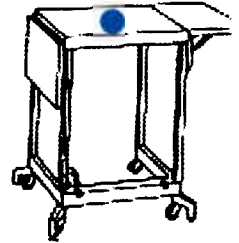
DESK



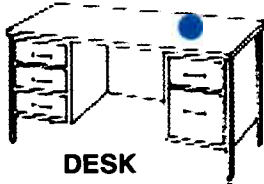
PICTURE



MONITOR



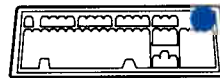
TYPEWRITER  
STAND



DESK



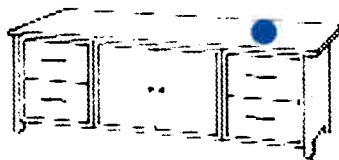
BOOKCASE



KEYBOARD



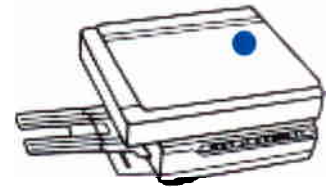
FAX MACHINE



CREDENZA



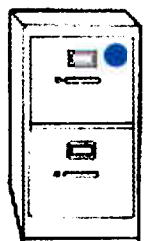
MOUSE



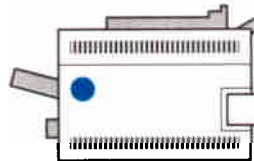
XEROX MACHINE



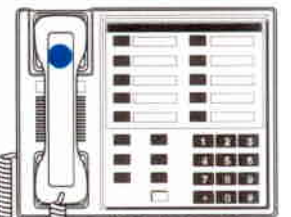
GLASS TOPS



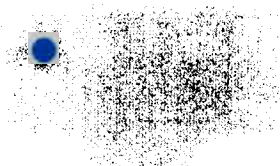
FILE CABINET



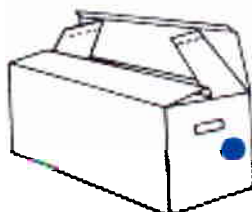
PRINTER



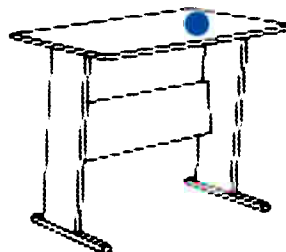
TELEPHONE



DESK/CHAIR MAT



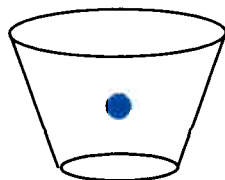
OFFICE MOVING  
CARTON



PRINTER STAND

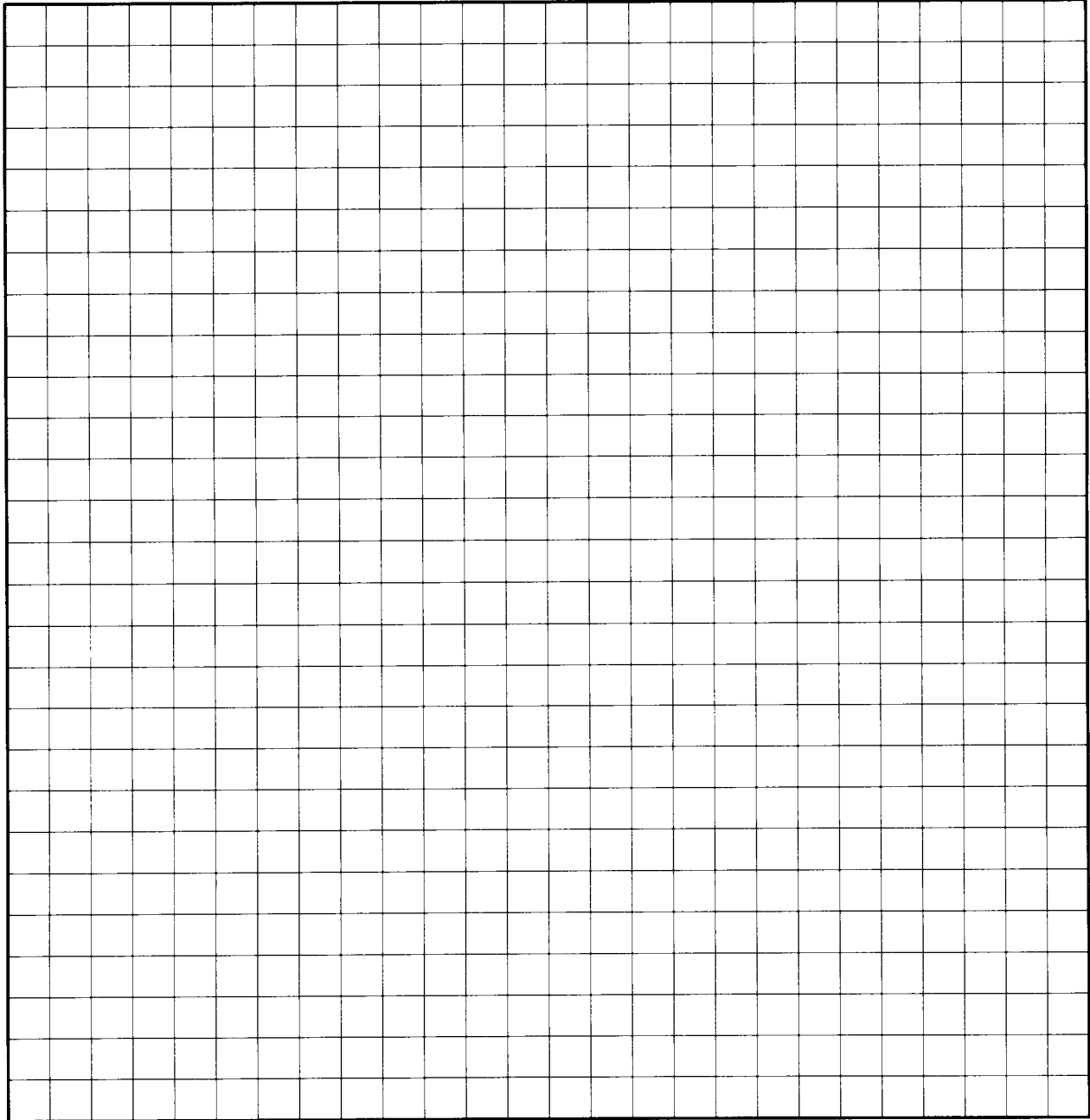


TELEPHONE



TRASHCAN

## OFFICE PLANNING



Use the above graph to pre-plan placement of your furniture and equipment in the new office. This will avoid confusion and delay in setting up your new quarters. A scale of 1/2 ft. or 6" to each graph square is adequate for most individual office or work area requirements. If your area needs are greater, use a scale of 1 ft. to each square. Be sure to include doors, columns, and other obstructions that could affect placement of furniture and equipment.