

MOVING OFFICE FURNITURE

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1. GENERAL

1.01 The truck transportation forces are frequently required to move the office equipment of telephone office quarters. This work entails considerable care in handling desks, chairs, cabinets and lockers to prevent breakage and injury to the polished floor surfaces.

1.02 The work should be programmed so as to afford the most efficient methods of removing, loading, hauling and placing in the new location. In any major move, the plans should be discussed by your supervisor and a representative of the department requesting the move.

2. MOVING DESKS

2.01 Before moving, see that the desk is emptied by the user and the drawers locked, if possible.

2.02 Select a four-wheel, rubber tired dolly and fold a furniture pad to fit the top of the dolly. Place the dolly at the end of the desk, lengthwise with the width of the desk. Tip the desk up and onto the dolly, allowing the desk top to overhang one side of it. Move in this fashion between floors or to the point of loading on the truck.

2.03 With the desk legs toward the truck, move the desk to a position alongside. Tip the desk until the weight is off the dolly; remove the dolly; raise the desk to the level of the truck deck and slide it on. Place pads around each desk and secure in place. If the desks are stacked two high, sufficient man power should be on the truck deck to turn the desks over and lay them top to top.

3. MOVING STEEL LOCKERS

3.01 Steel storage lockers of various sectional lengths will be found. Careful treatment is necessary in moving this type of equipment to protect the cast iron legs from breakage and to prevent scoring of the floor covering by sliding lockers. All lockers shall be emptied before moving.

3.02 As the locker will usually be found in position against a wall, it will be necessary to move it away from the wall sufficiently to permit handling. This may be accomplished by placing a rubber-tired hand truck under the locker and raising it enough to move it out of line.

3.03 Several satisfactory methods of moving lockers may be utilized, according to the local conditions. When moving from floor to floor or between buildings, the four-wheel furniture dolly is the most practical as, in many cases, the locker may be carried on the elevator and directly to the new location or to the truck without removing it from the dolly. Raise one end of the locker high enough to permit placing the dolly under the center of the locker, lower to a level position and move.

In some cases, a carpeted skid board may be used with safety to slide along the floor.

3.04 When loading on a truck, move the locker to a position about three feet from the truck on the curb side, with the back of the locker toward the truck. Place a pad over the edge of the truck deck; tip the locker against the truck side, supporting the locker legs, and slide it onto the truck.

3.05 Do not haul a locker in an upright position; lay it on one side.

4. MOVING CABINETS

4.01 Bookcases and filing cabinets shall be handled by the same general methods as described herein for desks and lockers.