

M2OPD Blog #31

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M2OPD

Posted On October 08, 2014 | 0 Comments | 1 Views | LIKE (0 Likes)



15 years at Hammond Drive and less than three months to purge, pack and move.

We've heard your concerns about cleaning, packing and moving for the big day. Perhaps the most difficult task in getting OPD ready is purging. In M2OPD Blogs six, eight and nine we highlighted the importance of shredding, scanning, storing and saving. Although keeping files for your records may be pertinent to your business, take a moment to ask yourself, "Do I need to take this with me?"

Luckily our moving expert from A&D, Amy Mason, gave us a few helpful tips on how to reduce clutter and purge properly:

- Re-educate yourself with the Record Retention Policy.
- Eliminate duplicate copies of the same item from supply or storage rooms.
- Take any extra supplies that are in good condition to the mail room.
- Dispose of supplies that are in poor condition.
- Schedule small periods of time to go through storage rooms and your personal workspace.

Safety is always a #1 priority. Here are some tips for staying safe while packing:

- Wear flat, non-skid shoes.
- Do not stay in a static position for a prolonged period. Take frequent stretch breaks.
- Do not overload files, personal boxes or the trash bins.
- Do not twist or overreach when packing.
- When emptying or filing file cabinets, close all drawers except the one in which you are working.
- To prevent file cabinets from becoming top-heavy, empty top drawers first.
- Keep walkways open to avoid any accidents.
- Keep all file and desk drawers closed when not in use.

What's on the Horizon

It's time to put this great knowledge to use! Our next M2OPD Clean-Up Day will be this Friday, October 10. Use the trash bins on your floor to get rid of non-confidential information and use the Cintas bins for disposing of confidential information. This is the time to get rid of any files or personal items you don't plan on taking with you to our new home. Happy purging!

As always, if you have any questions or concerns regarding M2OPD, please contact Astrid Fontaine or LaShawn Butler via email. M2OPD looks forward to hearing from you!