

Health Department Recommendations for Moving Office Equipment and Furniture

November 16, 2006

Following is the Department of Health recommendation on what office items can and cannot be moved into temporary office space. Additional recommendations may be made by the building diagnostics consultant.

Do not plan to take:

- anything that you do not need including files, furniture, books, etc.
These items will be cleaned and placed in long-term storage.
- anything that has been water-damaged or smells moldy.
These items will be cleaned or properly disposed of.

Plan to take:

- needed solid furniture including desks, filing cabinets, tables, chairs, bookcases, etc.
- needed upholstered furniture
- needed electronic equipment including phones, computers, keyboards, etc.
- needed books, files and papers
- personal effects

BGS will have all items cleaned before they are moved. Solid, non-porous furniture will be wet-wiped. Semi-porous and porous furniture will be vacuumed with a HEPA filtered vacuum followed by wet-wipe.