

Attach the correct color label to every box in that room before move day

LABEL	ROOM	PRIORITY	CONTENTS TO PACK	CREW INSTRUCTIONS
BLUE	Primary Bedroom	FIRST-NIGHT	Bed linens, pillows, blankets, nightstand items, alarm clock, lamps, bedroom curtains	Assemble bed frame first. Place mattress. Position nightstands. Connect lamps.
GREEN	Kitchen	FIRST-NIGHT	Coffee maker, essential cookware, plates, cups, utensils, dish soap, paper towels	Coffee maker on counter and plugged in. Cookware in lower cabinets. Dishes in upper.
YELLOW	Bathroom(s)	FIRST-NIGHT	Towels, toiletries, soap, shampoo, toilet paper, bath mat, shower curtain, medications	Hang towels on rack. Stage toiletries on vanity. Install shower curtain if provided.
ORANGE	Home Office	DAY 2	Desk accessories, file folders, reference books, printer paper (laptop stays with you)	Position desk per employee preference. Reconnect monitor using labeled cables.
PURPLE	Living Room	DAY 2	Sofa cushions, TV remote, books, magazines, framed photos, small decor items	Position furniture per floor plan. Connect TV and media. Place decor as directed.
GREY	Storage / Garage	DAY 3+	Seasonal clothing, holiday decorations, sports equipment, tools, rarely used items	Stack in garage or storage area. No immediate unpacking required.
RED	Fragile / Special	HANDLE FIRST	Artwork, antiques, wine, musical instruments, china, crystal, heirlooms	White-glove handling. Custom crating if specified. Place per employee direction.

SEQUENTIAL NUMBERING SYSTEM

How Box Numbering Works

Every box receives a unique identifier combining its color code and a sequential three-digit number. This number is written on the pre-printed label and logged on the digital inventory manifest.

BOX ID	CONTENTS	ROOM	MANIFEST NOTE
BLUE-001	Queen bed linens, 2 pillows	Primary Bedroom	First-Night priority. Deliver to master bedroom.
BLUE-002	Nightstand lamp, alarm clock	Primary Bedroom	First-Night priority. Place on nightstand.
GREEN-001	Coffee maker, filters, mugs	Kitchen	First-Night priority. Counter placement.
GREEN-002	Plates (8), bowls (6), utensils	Kitchen	First-Night priority. Upper cabinet.
ORANGE-001	Monitor cables, desk organizer	Home Office	Day 2. Reconnect per photo labels.
RED-001	Framed oil painting (24x36)	Fragile	Custom crated. White-glove only. Employee directs placement.

HR REAL-TIME TRACKING

If HR asks "Where is box GREEN-014?" we can answer within 30 seconds at any point during transit using the digital manifest.

PROPRIETARY OPERATIONAL NOTICE

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