

MOVING PROTOCOL

Our original State Capitol furnishings are valuable and sometimes fragile State assets. Anyone involved in moving historic furnishings of the Washington State Capitol should adhere to the following protocol.

Before moving furniture:

- Movers must remove from their person and clothing any items that will snag or scratch the furniture, like rings, watches, key chains, or pens protruding from pockets.
- Remove all books and materials from shelves and drawers of cabinets, desks and tables.
- Lock all cabinet doors so they will not swing open while being moved. To secure a door that will not lock, tie a soft string around the entire object, ensuring that the string does not rub or abrade the finished surface especially at corners.
- Remove all drawers and removable shelves from cabinets, desks and tables.
- Pad glass doors or windows, using soft string.
- Remove all REMOVABLE pieces and any ornamental detail or trim that is not attached in a secure way. This may include finials, broken feet or pieces of trim, hardware or ornamental details. Each item that is removed should be tagged with complete identification/location, packed with padding way and kept with the piece of furniture from which it came in order to be re-attached after the object has been moved to its end destination.
- Ensure that the route of travel to be used is of an adequate size, is free of clutter and that there are places that are clear of obstructions where the piece can be set down. Take measurements if necessary.
- Make sure that every portion of the piece is firmly attached to the rest of the structural framework before lifting any piece of furniture, particularly heavy pieces.

DO NOT lift a chair by the arms or legs. Grasp it by the sides of the seat.

DO NOT wear fabric gloves when moving furniture, glazed ceramics or glass as they will reduce ability to grip and may cause hands to slip on a polished surface. Leather or rubber gloves may be acceptable if they allow for a good grip.

DO NOT attempt to move anything larger than a small side chair with fewer than two people.

DO NOT push a piece of furniture across the floor. Even when positioning a piece, always lift and move; do not push, turn or torque the furnishing.

DO NOT lay a piece of furniture down on its top or side. If a piece must be laid down, it may be temporarily laid on its back, but the floor should be padded with movers blankets. This is particularly important if the piece is being laid on its back in the mover's truck.

DO NOT stack furnishings on top of one another.

DO NOT attach labels, tags or anything else to finished surfaces (including leather) with tape of any kind.

DO NOT move anything you are not confident you can handle safely. If you think it needs special attention, contact the Department of General Administration.

DO use a four-wheel cart for moving heavy objects; however, it should be padded with movers blankets to absorb shocks and protect the finish of the furnishing.

DO provide water-protective covering when moving furnishings in inclement weather.

DO roll several movers blankets together to serve as padding between the inside walls of the vehicle and the piece.

DO pad between each piece with movers blankets for protection when several pieces of historic furniture are being moved at the same time, fitting the smaller pieces around the larger pieces

DO secure furnishings inside the mover's truck by using rope tied to cleats attached to the inner truck wall and around the furnishings. There must always be a movers blanket between the furnishing and the rope that secures it.