

Packaging Guidelines for Large Lots of Computer Equipment

CPU'S

Place computers on pallet(s) flat. Do not let computers hang off the edges of the pallet(s). Stack computers no more than about chest high on each pallet. Shrink-wrap the pallet to secure all items. Be sure to anchor the shrink-wrap to the pallet, otherwise, the wrapped load on the pallet will shift during transit.

Monitors

Separate monitors by size, viz., 15-inch, 17-inch, 19-inch, 21-inch. Stack monitors of like size on pallet(s) face down. Do not let monitors hang off the edges of pallet(s). Do not go higher than three layers of monitors. You can get nine 15-inch monitors per layer, six 17-inch monitors per layer, and four 19 or 21-inch monitors per layer. Begin by placing a sheet of cardboard on the pallet before placing the monitors face down. Put a sheet of cardboard between each layer. Shrink-wrap the pallets securely. Be sure to anchor the shrink-wrap to the pallet, otherwise, the wrapped load on the pallet will shift during transit.

Printers

We understand that printers are difficult to stack. Place them on the pallet(s) in their normal operating position (do not turn them on edge, on end, or bottom up or the toner will spill). However, it is acceptable to stack printers on top of each other. You can put scanners on a pallet(s) with printers. You do not have to put cardboard between the layers of printers. Stack printers no more than about chest high on each pallet. Do not let the printers hang off the edges of the pallet(s). Shrink-wrap the pallet(s) securely. Be sure to anchor the shrink-wrap to the pallet, otherwise, the wrapped load on the pallet will shift during transit.

We cannot accept CPU's, Monitors or Printers in boxes unless they are new.

Other Devices

When preparing for deliveries, sort peripheral devices by type (keyboards, mice, power cords, hard drivers and floppy drives, etc.) and place like items in separate boxes.

IMPORTANT : All State Surplus supplied inventory labels must be visible on all items.

Please make sure the State Surplus supplied inventory label is on the corresponding piece of equipment. Labels that do not match the item they are attached to will create a delay in checking in your inventory.

Place the State Surplus supplied inventory label facing the outside of the pallet so that the label can be read when checking in the items being delivered.

Place the State Surplus supplied inventory label on the side of the monitors; please do not place them on the screen.

On all other items, just make sure the State Surplus supplied inventory label is visible and can be read.

Delivery Appointments

Call the State Surplus Property Computer warehouse at 919-733-2885 for an appointment to deliver your surplus computer equipment. You will be more likely to get the delivery date you ask for if you will call us a couple of weeks prior to your desired delivery date.

Ask for either Randy Rutledge or Joe Hinton.

Thank you for your continued support of the NC State Surplus Property Agency.