Labeling Instructions

- Labels are color coded based on what floor your office is on. The 4th floor has green labels, the 5th floor has blue labels.
- In the green or blue section on the top, put your name
- In the “Floor” section, put 4 or 5 depending on which you are assigned to
- In the “Room” section, write your office number. It will start with an “S” since we are in the south section of ENR2.
- In the “Piece” section, write “1 of total number of boxes” or “1/total #”. Count how many boxes/items that need to be moved before you fill in this section. This is to keep track of all of your boxes.
- Labels have been put in your mailboxes in an envelope with your new room number on it. If more labels are needed, come get them from the SGD office.