

Carpet Solutions, Inc. (CSI)
Milli-Jack ® System
Guidelines for Carpet Tile Replacement

In order to provide the least amount of disruption to your work area/office cubicle, we need your assistance. Please use the following information to prepare your work area/office cubicle(s) for carpet tile replacement.

1. Clear all “surfaces” of any and all fragile irreplaceable items, such as photo’s or personal papers. Remove all items from the floor and top of file cabinets and put them in an area outside of the work area that will have carpet replaced.
2. Remove fragile items, such as artwork, from all walls; including the walls of modular systems. (Artwork in parameter offices without modular systems will not have to be removed from walls.)
3. Empty all freestanding book cases and open shelving and store contents in an area outside of where carpet will be replaced. If your lateral file/vertical file cabinets have more than 3 drawers, the additional top drawers will need to be emptied. (If you have 2 drawers, empty the top one. If you have 3 drawers, empty the top one. If you have 4 drawers, empty the top 2.)
4. Place all plants in a safe place outside of the area that will have carpet replaced.
5. To ensure the correct chairs are returned to you, use a label or masking tape to write your name on and mark your work station/office and all chairs in your work station/office.
6. Leave all telephone and computer equipment plugged in, unless advised otherwise.
7. Prepare your work station/office on the day your Project Manager has scheduled.

THANK YOU FOR YOUR ASSISTANCE!