

PACKING

CHECKLIST 101

CALM THE CHAOS OF PACKING...PACK WELL TO UNPACK BETTER!

If you're doing your own packing, go room by room. Remember that all boxes should be marked with the name of the room they're going into & preferably an overview of the contents.

Disclaimer: This is by no way & extensive & exhaustive list but just a few highlighted points. We make no claim & take no responsibility should any damages occur.

GENERAL RULE OF THUMB:

- Start by packing the things you aren't immediately using
- Pack like items together & label each box by room and contents.
- Fill dead space in the box with padding to avoid breakages.
- Mark boxes containing sharp or glass items as sharp or fragile, as appropriate
- Use specialty containers or boxes for TVs & clothes
- Keep screws & hardware in Ziplocs taped to the disassembled items.
- Safety first. Do not overstuff your boxes that they are so heavy that no one can move them
- Know your limitations. Certain items are best left to the professionals, who are experts at packing.
- Finish your packing the night before your move.
- First night box – for change of clothes, toiletries, medications, favorite toys for kids & pets, cleaning supplies, toilet paper, snacks, tools, first aid kit, drinks, paper plates, plastic utensils & cups.

PACKING TIPS – BEFORE YOU START

Pare down your possessions & take only items with high practical, aesthetic, or sentimental value to your new home.

- Make a moving inventory & take photos, so you have proof of their condition before the move.
- Check with the movers for any items that they won't load for safety reasons.
- Designate a work area in each room, so you always know where supplies are.

SUPPLIES

Before you begin packing, get all the supplies you need to make packing for your move easier. These include:

- Boxes
- Padding
- Blankets
- Tape
- Laundry Bags
- Plastic Bags & Containers

BATHROOM

The bathroom is one of the trickiest rooms to pack as there are typically lots of small items.

- Medicines & Toiletries – throw away anything that is expired, dried out, unidentifiable or no longer useful. Keep your prescription medicines with you.
- Hazardous Products – place items in a separate box for you to move.
- Towels & Shower Curtains – pack only when completely dry.



KITCHEN

The kitchen is full of bulky, fragile & odd items. Label your fragile boxes or boxes that may have sharp items in them where necessary, not only for their protection but yours also.

- Refrigerator & Freezer - defrost the freezer at least 48 hours before moving day.
- Dishes & Cups - wrap breakables individually. Avoid stacking glasses on top of one another.
- Silverware & Utensils - pick up whole drawer insert & wrap together.
- Small Appliances - remove sharp blades, wrap cords & secure with duct tape.
- Food - use coolers for your fridge & freezer items.
- Pots & Pans - nestle pots & pans and wrap any glass lids.
- Cookbooks - place in a small box.
- Large Appliances - make sure they are drained & tape cords to the back. Have a professional disconnect them.



HOME OFFICE

Your home office will need to be packed with great care as it most certainly contains plenty of important documents & expensive electronics.

- Computer - back up all files, copy to an external hard drive & then the cloud! Carry the external hard drive with you for extra protection. Tape any cables & leads to the equipment.
- Other Electronics such as mouse, keyboard, webcam, scanners, and printers - follow same instructions as for the computer. Mark all leads for easy re-installation! Remove all toners & ink cartridges.
- Desk & Desk Chair - empty contents into boxes & cover furniture & desk in blankets.
- Documents & Files - sort out paper documents & keep your important documents with you at all times.



BEDROOM

The bedroom should be the last room to pack. But, you can pre-pack some of the items beforehand & leave only the bed & a change of clothes for the morning of moving day.

- Furniture - General - disassemble & wrap in blankets, making sure all corners are fully covered & all glass is fully protected.
- Mattresses - can either be shrink-wrapped or placed into special sized mattress bags.
- Dressers & Drawers - contents should be packed separately for weight & safety measures.
- Wardrobes - hire or buy wardrobe boxes for hanging items. Might not be the cheapest way but saves you time, effort & energy. There will be dead space in the bottom of the boxes which is ideal for handbags, shoes or bulky items.



LIVING/DINING/TV ROOMS

Packing a dining room requires a lot of time & care as it is full of delicate & expensive items. Where possible we suggest leaving this to the professionals.

- Furniture - General - disassemble & wrap in blankets, making sure all corners are fully covered & all glass is fully protected.
- Lamps & Chandeliers - remove bulbs, shades & elements. Wrap cords & wires around the items & add plenty of cushioning inside the box.
- Paintings & Photographs - it's a good idea to use picture/mirror boxes for these items.
- Vases, Statues & Other Art - use sturdy moving boxes & provide plenty of cushioning for better protection.
- TV - wrap in a well-padded box of appropriate size. Keep cables, wall mounts & cords together where possible.
- Stereo, Speakers & Game Consoles - wrap in a few layers of bubble wrap providing plenty of cushioning.



SUNDRIES (often over-looked items)

There are always a few other items around the house that often get over-looked.

- Draperies & Curtains - pack drapes & curtains in large cartons to protect them from dirt & damage during transit. Alternatively, use large plastic bags or plastic wrap.
- Rugs - roll and secure with plastic ties and cover with shrink wrap for extra safety.
- Grills, Gardening & Other Tools - detach any parts, secure in place, make sure any fluids are drained & wrap securely to ensure minimal damage.
- Lawn & Deck Furniture - treat exactly like the other furniture in your house.
- Cars & other motorized vehicles - you will want to ship with an auto transport company & check with transport specialist to comply with regulations.
- Garage, Loft & Basement - don't forget to check all these areas thoroughly, you never know what treasures you may find!

