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PACKING POINTERS

GENERAL

1. Have boxes, tape, newsprint, and bubble wrap on hand.
2. Tape the bottom of the cartons, pack items to the top, and then tape the top shut.
3. Cushion items with bubble wrap, newsprint, tissue paper, etc along the bottom, sides, and top of box. Paper in the bottom and top of the box is a must!
4. Be sure to use plenty of paper and padding when packing, especially for fragile items.
5. Heavy items go in smaller cartons; light items go in larger cartons.
6. Avoid putting more than 50 lbs in each box.
7. Label each box with the contents and the room it will go into.

KITCHEN

1. Pack all dishes on end. Stand plates upright on their edges with plenty of paper padding around and underneath. When a piece is tallest, it is strongest.
2. Glasses, stemware, vases, candlesticks, and mugs should be packed upright and upside down, with the bottom up.
3. Be careful what size boxes you use, as dish boxes can get heavy very fast.
4. Small kitchen appliances and pots and pans should go in medium boxes.
5. Do not pack perishable food items (bread, onions, potatoes). If items are going into storage, spices can be packed but no other food should be packed.

BEDROOM

1. Clothing can stay in dresser drawers. Please remove any breakables or heavy items from drawers. If the dresser is going into storage, the drawers must be packed.
2. Pack bedding in medium or large cartons.
3. Hanging clothes can go in wardrobes boxes (with bars for hanging). We can provide wardrobe boxes on moving day for you to rent for \$3 each. Just let us know ahead of time.
4. Lamps should go in large cartons (remove the bulbs) and keep them upright.
5. Lamp shades should be packed in a separate carton, one per box with bulb tucked inside.

OTHER

1. Books should be packed in book cartons or smaller cartons. It keeps the boxes from getting too heavy and tearing during the move.
2. Pictures should be packed standing on edge and not laid flat.
3. Remove window treatments, fixtures, shower curtains, and any items that are nailed or screwed into walls.
4. For any liquid items, make sure the lid is on tightly and pack in a plastic bag before boxing. Keep items upright and mark box with upright arrow and This Side Up.
5. Do not pack batteries; remove them from the item, especially if going into storage.
6. Do not pack anything flammable or combustible. This includes fire extinguishers. Read labels if unsure. Some common items are hairspray, nail polish & remover, perfume & cologne, matches, and cleaning supplies.
7. Liquor can be packed even though it is flammable.
8. Do not pack bleach.
9. Upright file cabinets can go on the truck without packing. For lateral file cabinets, the contents must be packed.