

City Storage Packing Guide

941-906-1600

HOW TO PACK

Add method to the madness with these packing tips

You can make packing your things a lot easier with these simple techniques:

Use the proper packing materials. It will pay off in the long run! Sturdy boxes, packing tape, bubble wrap, and packing peanuts can all be purchased at local moving or shipping companies. Wardrobe boxes and other specialty boxes can be found there too. Sturdy boxes can also be retrieved from wholesale companies, at no charge, after a shipment. Other great types of reasonably priced padding for your boxes include wadded-up newspaper, old pillows and blankets.

The following is a list of tools and materials to make your packing go more smoothly:

- Razor knife and/or scissors
- Note pad
- Dark, water-resistant marker
- Boxes of all sizes
- Packing tape
- Bubble wrap
- Packing peanuts

Pack one room at a time, labeling each box appropriately (on top and side) with a description of its contents and which room the box belongs in. Also label boxes containing breakable or sentimental items with "Fragile." Keep a detailed list of what items are packed in each box to make unpacking easier.

Empty all drawers of breakable or spillable items. To safeguard against unnecessary damage, it's a good idea to put all furniture knobs, feet, screws, etc. in one container that you can keep with you so the parts won't get lost.

Do not pack flammable goods or heat-sensitive items like candles, records, audio and video tapes, computer disks, propane tanks, aerosol cans, oil-based paints, and certain cleaning fluids.

Wrap items individually and always place a layer of crushed paper in the bottom of the carton for cushioning. Fill empty spaces with additional crushed paper.

Make sure cartons are firmly packed, with heavier items on bottom and lighter ones on top.

Pack according to the season if you'll be putting some boxes in storage. Mark the boxes accordingly

Put heavy items in small boxes so that they're easier to carry.

Make sure the items you'll need first are loaded in last when packing the truck. You'll make access easier for the things you need (ie. kids toys, kitchen items, telephone and radio).

Use common sense when loading your truck by keeping in mind the size, sturdiness, and weight of your boxes.

Plan ahead for what you'll need the first day after your move. Packing a separate bag with your toiletries, a change of clothes, etc. will prevent unnecessary scrambling or a run to the local store.

Move on a weekday, if possible. Banks, utilities and government offices will be open if you need them.

HANDLE WITH CARE

Use this checklist to move large appliances safely

Now that you're moving to your dream home, take the right steps to protect your investments. Appliances may be some of the most expensive items you own. In preparing large appliances for a move, it is important that they be clean and dry to avoid the build up of mildew and mold. Here's your guide to pack smart and simply.

Dishwasher

Clean and dry it thoroughly. Disconnect and drain the hoses. Leave the door open for a few days prior to the move. Wrap dry hoses in towels and packing paper and place inside the dishwasher.

Washing Machine

Clean and dry it thoroughly. Disconnect and drain the hoses.

- Wrap metal connector ends of hoses in a towel and place inside the washer.
- Secure the tub following the manufacturer's guidelines to prevent swaying. Note: If you don't have the manufacturer's guidelines, you can purchase a washer kit with a manual that provides instructions on how to secure the tub by tightening down the tub using screws. If you prefer not to do it yourself, your professional moving estimator can arrange a third party service provider for you.
- Upon arrival to your new home, have the washer installed by a qualified installer.

Clothes Dryer

Before cleaning, unplug or turn off the dryer from electrical power.

- Clean the lint screen.
- Prior to plugging in your electric dryer at your new residence, have your power supply checked for the correct electrical requirements.
- If you are moving a gas dryer, the appliance should be disconnected and the gas line capped off by a qualified technician. The driver and the crew members are not qualified to perform this service. Your professional estimator can make the arrangements for you.

Stove Top/Range/Oven

Clean each thoroughly. Grease left on a stovetop will catch dust and dirt, and unfortunately, leave spots on anything that it touches. Detach all removable parts and pack safely in a box, clearly marked with the contents.

- If you are moving a gas range, it must be disconnected prior to moving day by a qualified service technician. The gas line must be properly secured also.
- If you have an electric range, generally no servicing at your present residence is required.
- When arriving at your new residence with your gas range, you will need a qualified gas installer to check your gas supply, connect the gas line, seal any openings, light the pilot and handle any other hook-up requirements.

Refrigerator/Freezer

Dry out refrigerators and freezers, especially those that contain an icemaker and are scheduled to be serviced. Dispose of all perishables.

- Unplug the power cord and wash and dry all removable parts thoroughly.
- Allow the parts, including the interior of the refrigerator and freezer, to dry thoroughly to allow all moisture to evaporate.
- Pack all loose parts including bins and shelves in a secured, approved container.
- Vacuum the condenser or compressor.
- Empty and clean the evaporator pan; allow time for it to dry.
- Before moving, turn off the water and disconnect the water line if you have a cold water dispenser or automatic icemaker.
- Empty the water reservoir.
- If your refrigerator or freezer is an older model, you may have to have the compressor or motor bolted down.
- Have the icemaker and water dispenser connected to waterline by a professional.
- Know that copper tubing, a shut-off valve and fittings may be required.

Microwave Oven

Remove any glass trays, wrap and securely pack them in a carton.

- The microwave can either be placed in its original box, if available and still in good shape, or a well-cushioned carton.
- If your microwave is large, ask your moving professional if it can be pad-wrapped on moving day.
- Do not place cardboard in the door opening because it can spring the door during transit.
- Take care not to block the exhaust vent when installing it at your new home.

BOXES 101

Get the right box for the job and your stuff will be safe

Using new, high-quality packing materials specifically designed for moving can really help your items get to their destination safely. Professional moving cartons come in a variety of shapes and sizes that are specifically suited to fit a variety of household goods. Check out the following list and you'll be amazed at the offerings that can simplify the job.

Dish Pack (or China Barrel): Extra sturdy corrugated carton of double-wall construction for all breakables such as china and dishes, crystal and glassware. You may also want to use cellular dividers inside the carton as an extra measure of protection.

Small Box (Book Carton): A small, easy to handle carton designed for heavy items such as books and records or CDs. 1.5 cubic feet.

Medium Box: Medium utility box often used for pots and pans, toys, non-perishable food (cans and jars) and small appliances. 3 cubic feet.

Large Square Box (Lamp): For bulky items such as linens, towels, toys or lampshades. 4.5 cubic feet.

Large Rectangular Box (Lamp): For lightweight bulky articles such as pillows, blankets and large lampshades. 6 cubic feet.

Wardrobe Carton: This large carton has a hanger bar to accommodate clothes from your closet or draperies.

Mirror Carton: Telescoping cartons fit almost any picture, mirror or glass.

Mattress Carton: Available in king, queen, double, single (twin) and crib sizes; you'll need one for every box spring and every mattress.

PACKING UP YOUR DINING ROOM

Follow this advice for your most fragile items

The dining room will generally include your most fragile china and crystal stemware. Each item should be carefully wrapped in paper and placed in dish pack cartons; cellular dividers are recommended for stemware. You will also want to include any items with values exceeding \$100 per pound on your "High Value Inventory" form to receive proper valuation coverage.

China & Glassware: Wrap all pieces of china and glassware individually. Using several sheets of clean paper, start from the corner, wrapping diagonally and continuously tucking in overlapping edges.

- A generous amount of paper padding and cushioning is required for all china and glassware.
- A double layer of newsprint serves well as outer wrapping.
- Label cartons with room, contents and "FRAGILE—THIS SIDE UP."

Flat China & Flat Glassware: Place cushioning material in the bottom of a carton. Wrap each piece individually with clean paper, then wrap up to three in a bundle with a double layer of newsprint. Place these bundled items in the carton in a row on edge.

- Larger china and glass plates, platters and other flat pieces are excellent as the lowest layer in a dish pack.
- Surround each bundle with crushed paper, being careful to leave no voids or unfilled spaces.
- Add two or three inches of wadded paper on top of the bundle to protect rims and make a level base for the next tier.
- Horizontal cardboard dividers can be helpful in keeping layers level.
- Smaller plates, saucers and shallow bowls could make up a second layer. Wrap and pack in the same way as larger items.

Cups: If not using cellular dividers, wrap cups individually first in a double layer of paper and place them upside down on rims in a row on an upper layer with all handles facing the same direction. Top off the layer with wadded newsprint. Even when using a dish pack and cellular dividers, wrap china cups individually first, protecting handles with an extra layer of clean paper. Then, pack cups upside down.

Silver & Flatware: To protect silver pieces from tarnishing, they should be completely enclosed in newsprint or plastic wrap.

- Hollow ware—including bowls, tea sets and serving dishes—should be wrapped carefully like fragile items and packed like china.
- Loose flatware may be wrapped individually or in sets, and in paper, clear plastic or small gift boxes that are then secured with tape.
- Even if silverware is in a chest, consider wrapping the pieces individually and reposition them in the chest. Or, fill all voids in the chest with newsprint to prevent shifting. The chest can be wrapped in a large bath towel.

Figurines, Curios and Other Delicate Items: Be sure the items are well-protected with plenty of cushioning.

- Wrap first in tissue paper, paper towels or facial tissue. Then, wrap carefully in paper that has been wadded and flattened out.
- Small mirrors, plaques and pictures should be wrapped individually in tissue paper with an outer layer of newsprint.
- A bath towel or small blanket makes an excellent outer wrapping and padding for glass.
- Place flat items on edge in a carton.

Fragile Items: Consult with your Moving Professional on the packing of exceptionally fragile items. Items with values exceeding \$100 per pound need to be listed on your "High Value Inventory" form to receive proper valuation coverage. If an item is extremely valuable as well as delicate, it might be wise to have it packed for you. Special materials might be needed for maximum protection.

Lamp Bases: After removing the light bulb and lamp harp, wrap the base, harp and bulb separately in newsprint. Place them together in a carton, filling voids with wadded paper.

Lamp Shades: Never wrap lamp shades in newspaper, as the ink will soil the shade. Instead, carefully wrap each shade in three or four sheets of tissue paper, a pillowcase or a large lightweight towel.

- Use a sturdy carton at least two inches bigger all around than the largest shade. Line it with clean paper, using crushed paper under the lamp shade to create a protective layer, but not around the shade.
- A smaller shade may be nested inside a larger one, provided they do not touch.
- Only one silk shade should be placed in carton to avoid stretching the silk.
- Do not pack other items with shades.
- Label cartons "LAMP SHADES—FRAGILE—TOP LOAD ONLY."

Chandeliers and Leaded Glass Shades: It is best to have your moving professional crate large leaded or other glass lamp shades or chandeliers.

Glass Table Tops, Marble Slabs, Large Mirrors, Paintings, Statues & Large Vases: It's best to consult with your moving company about custom-made cartons and crates for items of this kind. Paper should never be permitted to touch the surface of an oil painting.

Table Leaves: Table leaves are best transported in paper pads, then taped to hold the padding in place. (Note: never place top on the surface of wood.) Don't use plastic wrap, as moisture may get trapped and damage wood.

Draperies & Curtains: Wardrobe cartons are ideal for moving curtains and drapes. Fold them lengthwise, place over a padded hangar, pin securely and hang in the wardrobe. Draperies and curtains also may be folded and packed in cartons lined with clean paper or plastic wrap.

Rugs: Leave area rugs on the floor for the moving company to handle.

- You may want to consider having your area rugs professionally cleaned before your move—you'll get them back from the cleaners wrapped, rolled and ready for shipping.
- Area rugs should be loaded last and unloaded first so the furniture coming off the truck can go right on top of the rug.

Furniture: Your van operator will shrink wrap large, upholstered items.

- Talk to your moving professional beforehand about any leather items.
- Table corners can be protected with cardboard.
- You may want to consider packing couch pillows in large boxes.

ITEMS YOU SHOULDN'T PACK

Professional movers won't move these items and neither should you

The following items are examples of items that the moving companies, by federal law or internal policy, cannot transport.

Hazardous Materials

Items that are flammable, corrosive or explosive:

Aerosols	Liquid bleach
Ammonia	Loaded guns
Ammunition	Matches
Car batteries	Motor oil
Charcoal	Paint thinner
Charcoal lighter fluid	Nail polish remover
Chemistry sets	Paints
Cleaning solvents	Pesticides
Fertilizer	Poisons
Fireworks	Pool chemicals
Gasoline	Propane tanks
Kerosene	Sterno
Lamp oil	Weed killer

Perishables

Food, plants or living things that may die or spoil in transit:

Frozen foods	Refrigerated foods
Plants	Open or half used foods
Produce	

Not recommended

Items of personal importance or sentimental value:

Stamp or coin collections	Furs
Deeds or wills	Securities
Moving documents	Cash
Family photographs	Valuable jewelry

TIPS FOR PROTECTING YOUR ELECTRONICS

Protect your gear when you make your move

You've spent years collecting and connecting your stereo components, your TV and your VCR. And if you've recently reached into your wallet to invest in a DVD player, stereo or other expensive electronic device, packing is certainly not the time to take shortcuts. Protect your investment and follow these top 10 tips.

1. Follow manufacturers' advice for packing and storing. They know the most about what it takes to protect the product. Consult the homeowner's manual or manufacturer's Web site for details.
2. If possible, save the original boxes and packing materials for re-packing. Otherwise, you won't find packing materials that fit as well.
3. If the original packing is not available, start with these essentials: sturdy cartons, newsprint for wrapping things up, tape, scissors and felt tip markers to number and label each box.
4. When you disassemble electronics, such as computers, stereos and other devices that have numerous cords, place small colored stickers on each cord and the same color sticker where the cord connects to the device. This will save you the hassle of trying to figure out what goes where when it comes time to reassemble your electronics.
5. Sensitive electronics such as computers and TVs may need to be stored in climate-controlled units. Seek advice from the manufacturer or your storage facility.
6. To reduce the chance of attracting unwanted attention from potential thieves, place small expensive items such as stereo equipment, TVs and camcorders in unmarked boxes. At your storage facility, you can place these items out of view towards the back of the storage unit.
7. To minimize damage caused by dust inside electronic devices, wrap electronics in linens or clean paper.
8. Seal boxes completely with packing tape to keep out the dust.
9. For further protection, cover electronics with moving pads, sheets or light blankets.
10. Make a list of the components in each box. With luck you'll be putting all this back together—make sure you've got all the parts before you start assembling.

WHAT TO PACK LAST

Keep these items handy on moving day

Here's a list of the items you'll be using on moving day—at your old place and your new place. Reserve a carton for these last-minute items, plus other things you'll need immediately upon arrival at your new home.

- Toiletries (soap, shampoo, razors, etc.)
- First-aid kit
- Aspirin or pain reliever
- Medications and eyeglasses
- Box cutter or knife
- Tape and dispenser
- Work gloves
- Scissors
- Extension cords, batteries
- Basic cleaning supplies and paper towels
- Coffee maker or instant coffee/tea
- Powdered milk/creamers and sugar
- Snacks
- Disposable plates, cups and eating utensils
- Pet supplies
- Plastic trash bags
- Light bulbs
- Flashlight
- Bedding and linens
- Alarm clock
- Local phone book
- Screwdriver and hammer
- Map of the new area

HOW TO PACK MY BELONGINGS

If you're packing yourself, you'll need sturdy boxes in a variety of sizes, as well as lots of newspaper, bubble wrap, packing tape and bold magic markers. Stereo equipment and electronics should be replaced in their original packaging, if possible. Each carton should weigh no more than 50 pounds.

Assign a number to every room of your new home and label boxes with the number of the room in which they belong. Tape a number to the door of each room, so movers deposit boxes in the correct location. Also label each carton with a separate, unique number that corresponds with a numbered list detailing its contents, so finding specific items is a snap. Check boxes off on your list as they are unloaded from the truck to be sure nothing is left behind.

Movers are prohibited from moving certain items, such as aerosols, loaded guns and even nail polish remover. And you may want to personally carry certain valuables, such as important documents, jewelry and family photographs. Remember to reserve a few empty cartons for those all-important last-minute items like toiletries, bed linens, aspirin and coffee.

WHAT IF I HAVE TOO MUCH STUFF?

Once you start packing, you'll probably discover that your possessions have been multiplying in the dark corners of your closets like rabbits on Viagra. By the time moving day rolls around, you may find that all your belongings won't fit on your truck—or even in your new home.

You may be able to avoid some of these headaches by holding a yard sale several weeks before your move. But if you're still stuck with too much stuff, or if your new space is simply smaller than your old one, you can always rent a storage unit.

PACK IT LIKE A PRO

Start packing the right way

Before you decide to do your packing yourself, consider the responsibilities. Sure, it takes time and energy to get the job done right, but doing it yourself can be a real money-saver, even if you're paying a mover to load the truck. For example, if you've hired a professional mover, you can still opt to pack all or some of the goods yourself, thus trimming the price. To find out just how much you can trim, ask your moving coordinator when you get an on-site estimate.

Packing Guidelines for Your Professional Move

If you decide to do some of the packing yourself, you'll need to have everything properly packed and ready for loading when the van arrives. In other words, all packing must be completed the evening before move day. Only the things you'll need that last night, the next morning and immediately at your destination should be left for last-minute packing.

As for how you pack—that will be expected to meet specific standards. Moving company representatives will inspect your boxes and if they think items are improperly packed or cartons are susceptible to damage, they may refuse to load the items until they are repacked.

A word to the wise: Generally things from garages, attics and storage spaces, such as holiday decorations and sentimental items are the ones that need to be repacked. Look for cartons that are torn, ripped, soiled, will not close or cannot be sealed. Replace those with fresh boxes. Another repacking giveaway is if you can hear the contents rattle when you shake the box. In that case, add more insulation.

What Should You Pack?

Obviously, not everything will fit in boxes. As a general rule, furniture and major appliances will be wrapped and padded by your moving professional. Items requiring professional disassembly and/or crating (such as slate pool tables, chandeliers or large glass table tops) are best left to the professionals.

Box Basics

Use new, high-quality packing materials specifically designed for moving to better ensure your items will safely arrive. Professional moving cartons come in a variety of shapes and sizes that are specifically suited to fit a variety of household goods. Look into barrels, for example, as they are great ways of loading a lot of odd-shaped items into one large container.

Other Supplies

- Bundles of packing paper (clean, unprinted newsprint)
- Bubble wrap, tissue paper or paper towels for delicate items
- Rolls of PVC tape (don't use masking tape or cellophane tape)
- Tape dispenser
- Broad-tipped markers for labeling
- Scissors or sharp knife for cutting cartons
- Notebook and pen or pencil for listing contents of cartons as they are packed
- Labels or stickers for identifying boxes

Wrapping How To

Before packing cartons, you'll need to wrap most items to protect them from scratching and breakage. There are a variety of materials available, including bubble pack, foam peanuts and tissue. However, most professionals use bundles of clean, unprinted newsprint (available at your moving supply store).

Start by placing a small stack of paper on a flat, uncluttered table or countertop. Round glasses and jars can be rolled up in two or three sheets of paper; always begin from a corner of the sheet and fold the sides in as you roll. Large or odd-shaped items require a similar technique. Place them in the center of the sheet and bring the corners together. (It may be necessary to flip the item over and wrap it again from the other side.) If in doubt, use more paper! When the corners come together, secure them with tape.

Before packing each carton, line the bottom with a few inches of wadded paper for padding. Then place large, heavy items on the bottom and lighter, more fragile items on the top. Plates, books and things of a similar shape, should be loaded vertically to utilize their own maximum structural strength. Don't overload cartons; keep them to a manageable weight. Fill in any voids and top off loaded cartons with wadded paper. Then tape cartons securely to avoid shifting while en route.

Labeling Hints

Imagine packing away a truckload of boxes and then having them delivered to your new home. How can you tell what box goes where? Because you've labeled them. Follow these tips to thwart confusion.

- Use a broad, felt-tipped marker.
- Clearly mark your name, the room it should go to and contents on each box.
- Indicate "FRAGILE" on delicacies; "THIS END UP" where appropriate.
- If available, include your bill of lading (or invoice) number on every box.

Tips From the Pros

Most movers suggest you start with out-of-season items. Next, pack things used infrequently. Leave until the last minute things you'll need until moving day. Here are some more helpful hints.

- Empty drawers of breakables, spillables, non-transportable items and anything that would puncture or damage other items.
- Pack similar items together. For example, don't pack a delicate china figurine in the same carton with cast-iron frying pans.
- Keep all parts or pairs of things together. For example, curtain rod hangers, mirror bolts and other small hardware items should be placed in plastic bags and taped or tied securely to the article to which they belong.
- Wind electrical cords, fastening them so they do not dangle.
- Wrap items individually in clean paper; use tissue paper, paper towels or even facial tissue for fine china, crystal and delicate items. Colored wrapping paper draws attention to very small things that might otherwise get lost in a carton. Use a double layer of newsprint for a good outer wrapping.
- Use newspapers for cushioning only. The ink can rub off and embed itself onto fine china.
- Place a two- or three-inch layer of crushed paper in the bottom of cartons for cushioning.
- Build up the layers, with the heaviest things on the bottom, medium weight next and lightest on top.
- As each layer is completed, fill in empty spaces firmly with crushed paper and add more crushed paper to make a level base for the next layer, or use sheets of cardboard cut from cartons as dividers.
- Cushion well with crushed paper; towels and lightweight blankets may also be used for padding and cushioning. The more fragile the item, the more cushioning needed. Be sure no sharp points, edges or rims are left uncovered.
- Pack small, fragile, individually wrapped items separately or a few together in small boxes, cushioning with crushed or shredded paper. Place small boxes in a single large box, filling in spaces with crushed paper.
- Limit carton weight to about 50 pounds. Avoid overloading cartons but strive for a firm pack that will prevent items from shifting; the cover should close easily without force, but should not bend inward.
- Seal cartons tightly with tape except for those containing items that must be left open for the van operator's inspection.
- As you finish with each carton, list the contents on the side of the carton (for easy viewing while stacked) and in a special notebook. You might want to number and/or code the cartons as well.
- Indicate your name and the room to which each carton should be delivered at destination. Tape a sign on the door of each room at destination corresponding to the carton labels so movers can get the cartons into the proper rooms quickly.
- Put a special mark (the number 1, or the letter A) on cartons you want to unpack first at destination.