

## **STORING AND PACKING**

### **Do's**

- *Use packing paper, pads for inventory and markers*
- *Heavy twine, masking tape, boxes and containers for packing*
- *Empty gas tanks from lawn mowers, outboard motors, etc.*
- *Remove all batteries from appliances and toys*
- *Mark contents of all boxes very clearly specifying which room they are to be placed in (this will save you moving them again and again ...)*
- *Set aside things you will carry in the car in a carton marked "Do Not Load"*
- *Indicate which cartons you wish to be unloaded first and unloaded last*
- *Make sure you keep a telephone book with you*
- *Tie or tape brooms and mops together and bundle your curtain rods*
- *Make sure all fragile and delicate items are indicated*
- *Carry all jewelry, valuable papers and currency with you*
- *Ensure that tops are secured for all liquids in bottles*
- *All phonograph records should be packed upright on their edges, not flat*
- *Crate glass table tops, large mirrors and any valuable pictures*
- *Pack all books on edge in small boxes*
- *Limit carton weight to 60 pounds*
- *Tie or tape all boxes securely*
- *Lamp shades should be packed in boxes by themselves*
- *Small appliances should be packed and wrapped in the bottom of boxes*
- *Table lamps should also be packed*
- *Make sure heavy china items are placed at the bottom of the box with extra padding*
- *Flat pieces should be placed on edge*
- *Small items should be packed in a smaller box inside a larger box*
- *Dismantle large power tools before moving*
- *Remove fixtures that are fastened to the wall*
- *Move clothes and drapes in a wardrobe supplied by the movers*

### **And Don'ts**

- *Avoid overloading drawers when packing items in dressers*
- *Try not to use newspapers to pack as the ink rubs off*
- *Do not leave shelves loose in stoves or refrigerators*
- *Do not pack cleaning products in the same boxes as food*
- *Try not to roll mattresses or rugs. Leave them for the movers to put into special cartons*
- *Do not wrap articles of furniture or tie with ropes*