

HOW TO PACK CHECK LIST

1. **Pack one room at a time if possible, and start with items that are least often used.**
2. **Write down a list of everything you are packing, in particular if it's valuable.** Books, cds, expensive clothes. Also, take note of which item is in which box.
3. **Use sturdy boxes.** Fill the box to the brim and seal the lid. That way, you can easily stack boxes on top of one another.
4. **Tape the bottom of the box securely so that it doesn't give way.**
5. **Never fill a box until it is so heavy that you can't lift it safely.** Spread the heavy items over a few boxes. Balance boxes with lighter items like towels or soft toys. Pack the lighter items on top.
6. **Use bubble wrap or newspapers when packing fragile items.** However, newsprint may smudge so use newspaper selectively. Clean paper can be purchased cheaply from moving supply stores. Boxes should be marked "Fragile" and "This side up" to prevent mishandling.
7. **Label each box clearly and which room it belongs to.** Write on the sides of the box as well.
8. **Pack a separate box of essentials you may need for the first night at your new house.** Include items like toiletries, toilet paper, bottled water, snacks and a change of clothes in case you cannot unpack everything in time.

Tips

Don't pack one box full of books or paperwork – unless it is an appropriate book carton, or if using large cartons only half fill the carton with books and then use light items fill the rest of the carton.

Digital Photos - use your camera to document the contents of boxes.

Keep important Papers with you – Passport, birth certificates, school records, new job contacts, utility company numbers.

Tape is cheap. Use lots of it. Close box bottoms well. Get masking tape or packing tape and tape screws and other little things that came out of something back against it. You'll want to find the right screw to reassemble something without having to pick it out of 100 others when you get there.

Buy boxes from a local moving company. When boxes are of uniform size they stack better. These boxes are also quite sturdy so you can re-use them or stash in your attic until you move again. We even offer delivery or you can go to our warehouse location in Scoresby and pick them up.

Fill empty spaces with additional paper.

Throw away or donate junk you don't want to take to your new place. **Don't pack it again!!!**

Set aside an area of the house where you can put all the packed boxes. Use a room that isn't used every day such as the formal dining or living room. You won't be tripping over boxes and you can have a better idea of what you have and where things are.

Consolidate cleaning supplies.

If you must clean your old place after moving out, put together a kit of basic cleaning supplies and rags. Clean anything possible ahead of time (the inside of kitchen cupboards, the oven, windows, etc.), and if possible, vacuum each room as movers empty it.

To view a video on how to pack please visit www.youtube.com search “how to pack cartons for moving house” then click on the 1st link or type in www.youtube.com/watch?v=XYfcCzY1t50