

More than just about anything else, packing well is essential for an overall successful move. Our full service moving company can take care of this for you but sometimes, you want to do it yourself.

Below are some packing tips to assist you in packing for a stress-free move

To get started, make sure you have ample supplies of:

- Tissue paper
- Packing paper (Butchers paper is recommended as newspaper may transfer the ink onto your valuables)
- Good quality wide packing tape
- Permanent markers
- Removalist boxes (available from Staples Removals)
- Utility knife and scissors

It's All About the Boxes

Using quality packing materials specifically designed for moving can ensure that your property will arrive safely. Staples Removals has a wide range of boxes and professional packing materials available:

Packing Preparation

When packing yourself, have everything properly packed and ready for loading the evening before moving day.

Priority Carton - Items Needed On Arrival

Small valuable items, such as keys, assembly instructions for TV, DVD, CD player, Nintendo etc, include easy-to-lose items such as remote controls, mobile phone chargers, tea, coffee, sugar etc, drinks for the children, pen and notebook, toilet paper.

First Night Survival Carton

Medication, pyjamas, towels, bed linen for each bed, toiletries, favourite toys, pet food, clothing, foods, kitchen items.

Personal Cartons

That you wish to take yourself that has items such as wills, jewellery, photographs, contracts, etc

Mark the priority cartons clearly and inform the removalist on the day, this will ensure they are loaded last so they are first off when unloading the removalist truck

Basic guidelines to make packing a snap:

- Make a schedule, allowing enough time leading up to moving day
- Pack items in the basement, garage, or attic first these items usually aren't needed right away
- Stay organized by packing room by room
- Designate work areas in each room
- When a room is completed, sort cartons by light, medium, and heavy limit your heaviest cartons to around 20 kilo each
- Clearly label each carton with content and room they are meant for as well as a number e.g. Pots Kitchen 1 of 5

Here are a few more suggestions for a successful pack:

- Empty drawers of breakables, spillables, non-transportable items and anything that would puncture or damage other items
- 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 securely to the article to which they belong
- 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
- Use newspaper only for cushioning; never place it against items, as the ink will rub off. It can even get embedded into fine china, so be careful!



You should transport valuable and irreplaceable items with you rather than on the truck. In addition, there are several items that cannot be put on the truck, such as explosives, compressed gases, flammable liquids and solids, oxidizers, poisons, corrosives as well as radioactive and other hazardous materials.

O Typical examples of items that cannot be moved include:

- Nail polish remover
- Paints and paint thinners
- Propane cylinders
- Automotive repair and maintenance chemicals
- Radio-pharmaceuticals
- Matches
- Lighter fluid
- Gasoline
- Fireworks
- Oxygen bottles
- Firearms

Other items not recommended for transport on the van include:

- Family photos
- Food in glass jars and perishable foods
- Prescription drugs needed for immediate use

If you have any questions, contact our office

Transport items of personal importance or sentimental value with you, such as:

- Cash
- Collections (i.e., coins)
- Important personal papers (i.e., deeds, wills)
- Negotiable papers (i.e., bonds, stocks, certificates)
- Jewelry
- Moving documents

Labeling Hints

Each and every moving carton should be labeled using the following techniques:

- Use a broad, felt-tipped marker.
- Clearly mark the contents and the room it will be placed in.
- Indicate "FRAGILE" on delicates; "THIS END UP" where appropriate.
- As you finish with each moving 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 moving cartons as well.
- Indicate your name and the room to which each moving 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 moving cartons you want to unpack first at destination.

Tips from the Pros

- Pack similar items together. Do not pack a delicate china figurine in the same moving carton with cast-iron frying pans, for example.
- 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 moving carton. Use a double layer of newsprint for a good outer wrapping.
- 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 moving 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.
- Avoid overloading moving 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 moving cartons tightly with tape

Electronics Care



If the original carton and packing materials are no longer available, you may need to crate it prior to moving day. If the item can fit in another sturdy carton, line it with plenty of newsprint paper or Styrofoam before packing. Seal securely and mark "Extremely Fragile" on the carton.

When packing a personal computer, printer, scanner, or other equipment:

- Detach all connecting wires, removable paper feeders/holders from all hardware and wrap monitors
- Remove all ink and toner cartridges
- Label all cables and wires for easy re-assembly
- Back up all computer files
- Pack speakers in well-cushioned dish pack boxes any large or unusually heavy speakers will simply be padded and placed on the truck
- Consult your user manuals for any additional instructions or file storage recommendations

Move Tip

Label cords and cables so you'll know which goes where, and pack them in the same box as the electronic equipment they go with.

Office Furniture

Any modular office furniture will need to be dismantled prior to move day. Use tape to mark where pieces go together and keep the hardware together (including drawer pulls) in one spot, like a plastic bag or coffee can.



Tools Long-handled garden tools, as well as brooms and mops, should be bundled together securely for moving. Attachments should be removed from power tools and packed separately.

- Hand tools may be left in toolboxes. Fill spaces with crushed paper, or pack according to general packing rules. Always use small cartons for heavy tools.
- Use old towels to wrap and tape any sharp-edged tools.

Don't Forget - Power tools must be completely drained of oil and gas before moving.

Grill

Dispose of any unused charcoal. Remove tank -- it cannot be transported in the moving van.

Outdoor Equipment

Before moving day, dismantle TV antennas, garden sheds, and swing sets that you plan to take with you.

- Place small hardware in a plastic bag or old coffee can and label.
- If possible, securely attach the parts bag to corresponding equipment.
- Prepare lawn mower by safely draining gasoline prior to moving day.

Packing Help

You'll need to re-pack boxes that are torn or falling apart, or that cannot be sealed.

Vehicles etc.

Consult with our office if you aren't sure about getting the following items ready for the move.:

- ride on mower
- petrol powered leaf blower
- trampoline
- above-ground swimming pool
- hot tub
- satellite dish
- storage shed
- swing set
- jungle gym
- dog house or kennel

Clothing

Clothing hanging in closets can be left on hangers and they will be placed in wardrobe cartons that are on loan the day of the move.

- If wardrobe cartons are not used, each garment should be removed from its hanger, folded, and placed in a suitcase or a carton lined with clean paper.
- Clothes can be left in dresser drawers but make sure there are no lose items stored there.

Jewelry

Valuables such as fine jewelry should be removed from drawers and never packed with your household goods. They will be most secure if they remain in your possession while moving

Toiletries

Dispose of aerosol spray cans, such as hairspray or deodorant, or take them with you. Other bottles should be carefully taped shut and wrapped to prevent leakage while moving, then packed in small cartons.

Bedding, Linens, and Towels

Blankets, sheets, tablecloths, towels, pillowcases and other linens may be protected by a large plastic bag and packed in a moving carton that has been lined with clean paper.

- Linens and bedding are good for cushioning or padding other items.
- Wrap the most valuable items in tissue.

Mattresses

Mattresses will be placed in mattress moving bags on the day of the move.

Mirrors

Glass mirrors should be packed in special mirror cartons for moving.



From electronics to lamps, your main living area requires a little extra preparation prior to moving day.

Furniture

We have special bags for, upholstered items for moving, that are available on request. Please contact our office.

Audio Equipment

Special preparation is required to move CD players, DVD players, and record turntables.

• When moving CD and DVD players, secure the laser with the transport screws located on the bottom or back of the unit.

Packing Help - Pack remote controls in the boxes containing the related equipment, or perhaps pack them all in a separate, clearly labeled box.

Speakers

Pack speakers in well-cushioned boxes.

• Any large or unusually heavy speakers will simply be padded and placed on the truck.

Television

Some large televisions may need to be specially packed or moved prior to moving day. Let us know well in advance if you have a very large TV.

Packing Help - Label cords and cables so you'll know which goes where, and pack them in the same box as the electronic equipment they go with or your PRIORITY box.

Books

- Pack books of the same general size together, in small cartons.
- Pack books either flat, or with the spine touching the bottom of the moving carton.
- Do not pack with spine facing upward, as glue can break away from the binder.

Glass Table Tops, Marble Slabs, Large Mirrors, Paintings, Statues & Large Vases

It's best to consult with us about custom made cartons and erates for any items of this kind—paper should never be permitted to touch the surface of an oil painting.

Piano

- Upright (spinet; console; studio) pianos usually do not require preparation in advance. All pianos will be pad-wrapped to protect the surface.
- Plan to have your piano tuned at your new home.

Pool Table

Disassembly and crating of your pool table should be done by a third-party service. Contact a store that sells pool tables to obtain assistance.

- Crating is a possibility on slate.
- You will need to make arrangements at destination to have the pool table uncrated, reassembled, and leveled



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 moving all china and glassware.
- A double layer of newsprint serves well as outer wrapping.
- Label moving cartons with room, contents, and "FRAGILE THIS SIDE UP."

Figurines and Other Delicate Items

Be sure the items are well-protected with plenty of cushioning for moving.

- 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.



Once you know you're moving, you can begin packing your kitchen almost immediately. Start with your less-used serving dishes, seasonal items, and small appliances. Next, tackle your large serving bowls, tablecloths, and specialty pots and pans. Keep your everyday dishes for the last week before moving. You may even want to consider buying some disposable plates, cups, and utensils for those last few nights when everything is packed away.

Food Items

Use or dispose of all perishables before moving. You will also need to get rid of cleaning products and other kitchen chemicals. Boxed or canned goods should be packed in small boxes. Dispose of any open packages and wrap glass jars to prevent breakage during moving.



When preparing large appliances for moving, it is important that they be clean and dry to avoid the buildup of mildew and mold. Grease left on a stovetop will catch dust and dirt in your shipment, and leave spots on anything it touches. Dry out refrigerators and freezers before moving, especially those with an icemaker.

Washing Machine

• Clean and dry thoroughly. Disconnect and drain hoses.

- Wrap metal connector ends of hoses in a towel and place inside washer before moving.
- 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, there are many third party service providers.

Clothes Dryer

- If you are moving a gas dryer, the appliance should be disconnected and the gas line capped off prior to moving by a qualified technician.
- The driver and the movers are not qualified to perform this service. You will need to make third party arrangements.

Stove Top/Range/Oven

Clean thoroughly. 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 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.

Refrigerator - Dispose of all perishables. Unplug the power cord, wash all removable parts, and dry thoroughly.

- Allow the parts and the including the interior of the refrigerator and freezer, to dry thoroughly prior to moving to allow all moisture to evaporate.
- Pack all loose parts including bins and shelves in a secured, approved container for moving.
- 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.

Microwave Oven

Glass trays should be removed, wrapped, and securely packed in a moving carton.

The microwave can be placed in its original box, if available and still in good shape, or in a well-cushioned moving carton.

• Do not place cardboard in the door opening because it can spring the door during transit.



If you have a small wine collection, it is recommended that you move the wine in your car. This will allow you to control the temperature.



Moving day is usually a flurry of activity— it's still important that you (or someone you've designated) be available throughout the loading process. The following list of moving tips will help you ensure that you going into the big day with a plan of action.

One of the busiest days of your life is about to arrive: moving day. Try to complete all the tasks below prior to moving day so that you can be available during the loading process – often, drivers will have questions that only you can answer.

Mark items you don't want loaded - Clearly mark and set aside items you don't want loaded. This will remind you to tell the driver what not to load as you conduct your pre-load walkthrough on moving day. Make sure your important paperwork pertaining to the move doesn't get packed and shipped with your household goods!

Pack special items for the kids

Have the kids pack a box of their "special" items. Point this box out to the driver so it's one of the first to be unloaded. It's a good idea to have the the kids home on moving day as it is important for them to understand where their belongings are going and to feel like they are a part of the move.



Clear walkways

Make it safe and easy for your movers to get in and out of your house on moving day by removing all obstructions:

- Move potted plants and planters from front porch, walkways, and driveways.
- Remove all door and floor mats.
- Remove all rugs.
- Remove low-hanging items such as wind chimes or hanging plants.
- Ensure the spring on the screen door stays open during the loading process.

Point out special items

Once the mover arrives, point out items that are most special to you during your walkthrough. All of your items will be handled professionally, but taking a moment to show which items mean the most to you is a good idea. Point out the boxes you would like to have unloaded first, if they are not going into storage. These boxes may include kitchen and bathroom items, children's toys, etc.

Before the driver leaves on moving day:

- Provide the driver with your destination contact information.
- The driver may give you a delivery window for long distance moves. Keep in mind that it is really only an estimate at the time of loading—many factors can change the schedule for the driver, so try to remain flexible. Ask the driver to call you with changes so that you can adjust your plans accordingly.
- Take one last sweep of the house before the driver leaves. Look through all closets, shelves, in the garage, attic, crawl space, storage unit, under the stairs, on the walls and anywhere else things may be hiding. You do not want to find out after the driver is on the way that something was left behind!