

Hints and Tips - Packing

Boxes

As a general rule, anything that can fit into a box should be placed in a box. Use similar sized boxes to ensure safe stacking and always place heavier boxes on the bottom. Boxes that are half empty or too full can burst or collapse, so pack any empty space with packaging material or soft furnishings. Ensure all boxes are sealed with packing tape for extra strength when stacking, and to keep dust out.

Books and Documents

Sort into relevant categories and pack flat into archive boxes or book cartons. Be sure not to over fill the cartons or they will be too heavy to lift and stack. Pack books flat to avoid spines being damaged.

Furniture

Use plastic wrap or moving blankets to wrap around and underneath your furniture. Stack chairs seat to seat with cloth or paper in between. To protect your furniture use a cover or moving blankets and either wrap any soft furnishings and cushions in plastic or place in cartons. Mattresses should be covered and stood on end to maximise space.

Kitchenware, Crockery and Fragile Items

Wrap all fragile items and glassware separately in tissue or packing paper, or slide over glass socks and wrap for extra protection. Place extra packing in the bottom, top and in any spare space within the carton for added protection. Mark the carton "Fragile" or use "Fragile" packing tape.

Wrap plates, saucers and bowls in packing paper and place on their sides in cartons to prevent breakages. Poly foam may also be used between crockery items. Ensure these cartons are not stacked under any heavy items.

Wrapping precious silverware in acid free tissue paper can help reduce tarnishing.



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Clothing, Apparel and Linens

Store clothing in Port-A-Robe cartons to keep clothes dust and wrinkle free, and use naphthalene or mothballs to protect clothing for long term storage. Use vacuum bags for the most efficient use of space when storing soft furnishings or linens, then place into clearly marked cartons. Moving bags are also ideal for storing linens and soft furnishings.

Artwork and Mirrors

Artwork and mirrors should be wrapped in packing paper and corrugated cardboard and stored in a picture carton away from any heavy or awkward items.

Electronic Equipment

Ensure all equipment is clean and dry. Sensitive electronic equipment is best stored in its original packaging or other suitable carton. Remove all batteries to prevent any battery leakage over time.

Appliances

Thoroughly clean, defrost (where necessary) and dry all appliances and connected hoses to prevent moisture or mildew. Keep any extra hoses, nuts, bolts or extra hardware items in plastic bags secured to the appliance so everything required to operate the appliance is kept together.

Labels

Label all boxes clearly. When packing for storage, label boxes on all sides for easy visibility.

Lists and colour coding will make moving, storing and unpacking a much more efficient process.

Keep a list of all items being packed. Make sure you note what room or area they were in, and where they should be placed on arrival.

A colour coded system with coloured stickers works well for fast identification of contents – blue for bathroom, red for kitchen etc.

Keep a copy of the inventory list and/or colour coding guide in your storage unit and one elsewhere for safekeeping.