

Manual for Household Goods Packing and Instructions:

Packing Materials:

Use only strong, corrugated cartons with covers. The added protection of mover- provided cartons may avoid damage that results from the use of poor quality packing materials. Do not use salvage or used discarded boxes. Do not use old newspapers for packing. Always use of fresh Tissue, Newsprint or craft papers sheets, will avoid stain on clothing or other items.

- Bubble Rolls
- Tissue Paper, Craft Paper, Newsprint for Filling and wrapping of all delicate Items
- Corrugated Rolls for furniture's and Odd shape items and fragile items
- Gummed Tape – 2" inches wide and strong, Masking Tapes
- Marker's for identifying contents of each package or cartons
- Cutters and/or sharp knife.
- Carton Boxes such as Books, Medium & Large Cartons
- Stretch Film Rolls
- Wardrobe Cartons for expensive Sari's & Suits
- Packing Inventory List & Valued Inventory List
- Used Carton Boxes for padding heavy items such as Almerah, Chest of Draws, Cabinet's, Bed's....etc
- **Silica Gel**, packets are used as a desiccant to control local humidity to avoid spoilage or degradation of some goods. **Silica Gel**, absorbs moisture very well..

Packing Plan:

Whether local, domestic or international relocation, moving households is always a stressful step. Your time is valuable and paying that little bit extra for good packing material & to movers may bring you peace of mind....

Before you start packing – You need to have a plan:

- Be packing non-essential items well in advance
- Don't save all your packing for moving for the last day
- Pack one room at a time. This will help you when it comes time to unpack.
- Pack a couple of cartons a day, starting well ahead of the move.
- Mark all boxes, designating room and leave it to movers to number the packages
- Notify your mover of any high value items.
- Use soft toys, curtains, cushions as "filling" material into cartons with available space
- Be sure the bottoms of the cartons are secured and will hold the weight of the contents.
- Packing tape or gummed tape is better than masking tape
- Pack heavier items towards the bottom of the box and lighter items toward the top.
- Large carton should be packed with lighter things and should not exceeds 50 lbs
- Try to keep a per-box weight of 50 lbs or less, it makes moving a lot easier.
- Give additional sealing at the bottom of the boxes to prevent opening when lifted

- Bureau Drawers, don't over load. Too heavy a load can cause damage
- Figure out the more unused and unnecessary items that you may discard to take to your new home
- Don't forget to inform your land lord or locality that you would be moving to your new home. Plan at least a week before to shut everything off.

Packing of Kitchen Items

- Select a medium – sized carton
- Use tissue paper or newsprint while packing plates until sheets completely cover the plate. Plates should be packed individually. Stack a second and third plate...and on
- Turn your wrapped stack of plates stood on their side in the box.
- Re – wrap the entire bundle: start with one corner of packing paper and pull two sheets over the bundle, cover the bundle with the next corner, then the third corner; and finally the fourth and Seal the bundle with packing tape.
- Place the bundle in a medium- size box so that the plates are standing on edge.
- Glassware and china ware should be wrapped with enough paper so as not to clatter within the box
- Use bubble wrap for all your fragile items and pack individually with either tissue or newsprint paper

Refrigerators / Washing Machine / Dish Washer:

You should empty your refrigerators and freezers and keep your electrical appliance doors open for 24 hrs in advance of loading. This will allow appliances to dry out and prevent the growth of mold. Ask your mover to place some **Silica Gel**, packets inside during the packing.

Use this packing method on all saucers, bread and butter dishes, and other kitchenware. When packing smaller item, you may choose to stack in large numbers and.....

- Delicate cups, like chinaware, should be wrapped one at a time. Antique glass or chinaware should be stuffed with crumpled tissue papers and wrapped one at a time.

Packing Glasses:

- Stuff glassware with crumpled tissue or packing paper before wrapping
- Place glassware toward the top of your box. Heavier items should be placed toward the bottom of the box.
- Delicate glassware should be placed in an upright position, not on its side.

No matter what you're packing, you should use/stuff crumpled packing paper in between each layer to assure a snug fit wherever there's a gap. Use "fragile" carton boxes for delicate items and should be marked accordingly.

Canned and Other Non-Frozen Food Stuff:

Pack upright with no more than 24-30 cans per carton. Don't attempt to move perishables. Wrap glass containers and boxed foods individually and pack in small cartons. Check with your movers before you packed and some of countries it is prohibited

Big Grandfather Clocks:

Remove or secure pendulum in large clocks, Grandfather clocks should be prepared for moving by expert servicemen only.

Packing of Piano and Guitar:

Guitar, all you'll need a large or build a custom made box to hold a hard guitar case (with your guitar inside). Loosen the strings and place the guitar inside the case and pad it with crumpled packing papers. The case should fit inside the box with at least 2" on each side. Make sure that there is no movement inside the case.

Piano, call a professional and make sure you have help. Upright piano can be heavy, it's good to have 3-4 person for handling. Lock the lids and keyboard lid, wrap the piano fully covered with paper padding. Do not apply tapes on the finishing of the piano.

Lamps and Lamp Shades:

Remove bulbs, harps and shades. Roll up cord. Pack lamps with bubble wrap or wrap separately and place upright, fill the box with crumpled papers. Wrap shades in tissue, not newspaper. Place upright in large, tissue lined cartons.

Use Plastic ware or Tupperware to protect some of the fragile or delicate item

Mirrors, Painting and Pictures:

Inform your movers about valuable paintings for special care. Wrap small mirrors, pictures, paintings, and frames and place on edge in cartons. Place large pictures and paintings on edge in heavy cardboard containers. Large wall or dresser mirrors will be taken down by the movers and placed in special cartons. For added safety, place tape diagonally across mirror to protect better against damage. Do not place newspaper directly against paintings. **Or ask for separate packing and wooden crating for all valuable painting and pictures.**

Personal Computers / LCD TV:

Pack valuable electronic equipment in original cartons when available. Otherwise, use strong, corrugated cartons and place protective padding on the bottom of the carton. Wrap an old blanket / bed sheets or protective pad around the item and place it in its carton. Place additional padding between the carton and the computer. Wrap cords separately; label to identify usage and place in a plastic bag away from delicate surfaces. Non- detachable cords should also be wrapped. Place cords between the padded computer or video recorder and the carton. Be sure your personal computer is "parked" and ready for transport. Put all of your remote controls to every electronic device that you own in one box on moving day and label it well.

Mattresses:

Discuss with your movers manual for special instructions concerning the care and transportation of mattress. Do not place your mattress in a carton with sharp or pointed objects. Use specially designed mattress cover for packing.

Beds & Bed Parts:

When necessary disassemble beds and put the hardware, screws, nuts-bolts in a sealed cover attached to the bed parts and wrap neatly with corrugate rolls.

Remove Air Conditioners from windows. Also undo all appliance connections such as Refrigerators, gas connections on stoves and dryers. If you do these things before your movers arrive, you will be able to fix problems with these things ahead of time and save time on moving day.

Cleaning and Supplies:

All cleaning supplies, oils, liquid foods, paints and solvents containers should be checked for a tight seal. Box them up, stuffing the boxes with a lot of crumpled paper, towels or cloths to absorb any leakage or spilling that still might occur.

Packing of Suitcases:

It is easily identifiable, so put all your winter, summer clothing or linens or sweaters in them. Do not place the CD's that could be shattered in it. Do not put heavy items that their handle or wheels could break.

List of Restricted or Prohibited Items:

Before your possessions are packed and loaded, it is important that you understand which items cannot be shipped because they represent a hazard or are perishable. Listed below are some common **non – allowable** items that you will need to address prior to your pack and load dates. **Hazardous Materials, Flammable, Corrosive or Explosive, Aerosols, Fireworks, Nail polish remover, Ammonia, Fire Extinguisher, Gasoline, Ammunition, Gasoline, Pesticides, Batteries, Kerosene, Poisons, Charcoal, Liquid Bleach, Pool Chemicals, Charcoal Lighter fluid, Loaded gun, Propane Tank, Chemistry set, Matches, Motor Oil, Fertilizer, Paint thinner...etc**

Restricted Perishables - Food, Plants or living things that may die or spoil in transit

Examples include: Frozen Food, Produce, Open or half used food, Refrigerated Food Plants

Items of personal Importance/Sentimental Value- This third category of non-allowable can create problems should your shipment be delayed or items lost. We suggest that irreplaceable items and /or sentimental items be carried with you instead of being packed with your shipment.

What Not to Pack:

Don not pack your checkbook or your bank Passbook's, Debit / Credit cards.

Don not pack up important papers like passports, driver's licenses, birth certificates, family correspondence or love letters, Airline Tickets, Certificate of Deposit, Prescription Medicine Medical & Dental Records, Car Keys, Stocks, Computer Discs, Insurance Policies, Cell Phones, Bonds, Address Books, Jewelry & Ornaments, Legal Documents of House/Flat, Laptops, Deeds, Wedding Albums, Cash, Old Coin/Stamp collections, Personal Video tapes, School records Professional Files, VCR & Stereos....etc. **Keep them with you.**

Dispose all open bottles of liquid.

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