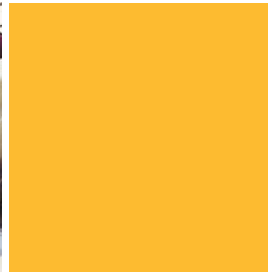


# Planning Your Move

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### *Planning, Planning, Planning.*

*Nothing will make your move go smoother than diligent planning. These tips will help you prepare for one of the least favorite tasks in modern life, moving!*

## WHAT TO PACK

### Garbage or Good? Top Five Tips.

#### 1. Use the two year rule.

Attics, closets and basements are notorious traps for stuff you just can't seem to throw away. You don't need to cart clutter to the new house. If you haven't used it, or looked at it, for the past two years—get rid of it.

#### 2. Clean out the “junk drawer”.

Every house has one—a drawer, or shelf, or basket that holds the contents of emptied pockets and items that have no other spot. These things can pile up around the house making a move a heavy process. Save your back, throw out the stacks.

#### 3. Check the expiration date.

Refrigerators and pantries are magnets for leftovers. Check the expiration dates on items like prescriptions, vitamins, and toiletries and throw out everything that's past the date. Throw away everything perishable in the kitchen—it will probably expire by the time you move anyway.



#### 4. If it's broke—don't fix it.

Every garage and tool box contains at least one thing that's broken—and probably has been broken for a while. As you clear out these rooms, ask yourself if you really plan on fixing the broken items. If you're not going to fix it, toss it—including those things that are past the point of being cleaned.

#### 5. Question the value.

Most of the excess stuff in your house is accumulated for good reason. As you pack up the house to move, ask yourself what is “valuable” to you—sentimentally, aesthetically or monetarily. Make a decision whether it will seriously come in handy some day or if you're just holding on to it “just in case”. If you can't see yourself using, wanting or needing it in the future—let it go.

When separating “goods” from “garbage” make sure your garbage couldn't be a “good” for someone else. Take items that are in good condition to shelters or other collection facilities—donate the unused items.

#### For more information visit:

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## Getting Started

*With a little care and planning, you and your stuff will both arrive in mint condition.*

## HOW TO PACK

### The Right Stuff

In the long run, it pays to purchase the right packing materials. Here's what you need to get started:

- **Sturdy boxes**— A good packing job starts with strong, sturdy boxes. Get various sizes.
- **Packing tape and dispenser**—Use heavy-duty packing tape (not masking tape) for the boxes as well as for taping things together (like broom handles).
- **Bubble wrap and packing paper** are worth the money.
- **A box cutter** can also be used to cut the tape and will also be very handy when unpacking.
- **Small tool kit.**
- **Sandwich bags** to hold appliance and furniture hardware.

### Packing Techniques

- Pack one room at a time, labeling each box with a description of its contents and its destination (e.g., kitchen, bathroom).
- Be as specific as you can; it will make unpacking that much easier. Keep the weight of your boxes reasonable.
- If possible, put heavy items in small boxes to make them easier to carry.
- Don't apply tape directly to polished or painted wood finishes. Removing the tape could ruin the surface.
- Double-box fragile items and add plenty of cushioning.
- There should be no empty space in a box, however don't over pack the box either.
- When everything is packed and ready to load, make sure the items you need least are loaded first.

### Packing for the first night in your new home

Prepare for the first night in your new home by packing essential items in a separate bag and carrying it with you.

- **For each person in the household:** a change of clothes, a towel, prescription medicine, a toothbrush, and other personal items.
- **For everyone:** plastic utensils, paper plates and cups, paper towels, toilet paper, toiletries, trash bags, a flashlight, first aid kit, pencil and paper, snacks, beverages, and pet food.

### Appliances


For all large appliances, remove loose fittings and accessories and pack separately. Tie down, tape or wedge all movable parts and doors.

- **Gas Dryer**—Have gas company disconnect.
- **Dishwasher/Washing Machine**— Stuff towels between machine sides and tub to keep tub from rotating. Pad exterior well. Disconnect hoses, put in plastic bag, and place in tub.
- **Freezer/Refrigerator**—Defrost and dry interiors well. Fill interior spaces with lightweight linens, clothing or stuffed toys. If you want to lay your refrigerator down for moving, check first with the local dealer to determine if your brand can be moved like this. If so, make sure refrigerator stands upright for at least 24 hours before plugging in.




## Household Items

- **Beds**—Disassemble the bed frame. Tie rails and crosspieces together with packing tape. Be sure to mark on tape to show where pieces fit together for reassembly.
- **Bicycles, Tricycles, Baby Carriages**—Loosen, lower and turn handlebars at right angles to save space. Clean and cover chains and pedals to protect other items from being snagged or soiled.
- **Books**—They're heavy, so use small boxes. Don't mix books with other items. Pack books flat, alternating bindings, and fill empty spaces with packing paper or bubble wrap.
- **Bureaus, Dressers**—Fill drawers with small breakable items and cushion well with loose clothes. Secure drawers with pad or blanket and tape. Do not overload drawers with heavy items.
- **Chairs**—Wrap arms and legs to prevent scratches. Bundle armless chairs in pairs, seat-to-seat, with a folded blanket or other padding between and tie seats together. 
- **Tables**—For large tables, remove legs and tie together. Put hardware in small sealed envelope taped to underside of tabletop. Pad tops. Pad and tie spare table leaves. For smaller tables, pad top and wrap legs to prevent scratching.
- **Clothes**—Dresses, coats, suits—anything hanging in closets— travel best in reusable wardrobe boxes, which can be used seasonally as "extra closets" for wardrobe storage. Other clothes can remain folded in their regular dresser drawers.

- **Comforters, Pillows, Large/Light Items**—Extra large boxes are best for packing light bulky items.
- **Dishes**—Individually wrap each piece. Medium boxes will fit most kitchenware without making the box too heavy. Place saucers, plates and platters on edge—DO NOT STACK FLAT. Cups and bowls may be placed inside each other and wrapped three or four in a bundle.
- **Kitchenware**—Pots, pans, etc. can be stacked in a box with packing paper between them. Remember not to make the box too heavy—someone has to carry it!
- **Glasses**—Wrap each glass separately in packing paper or bubble wrap (you can wrap first in a plastic bag to save washing later).
- **Fine Furniture**—You may want to wrap your best furniture in bubble wrap, not only to protect it from scratching, but also to keep dust and dirt off the upholstery.
- **Lamps**—After disassembling lamps, pack small bases in dresser drawers surrounded by loose clothing, and large bases in boxes stuffed with packing paper or bubble wrap. Box shades individually in boxes with plenty of packing paper for stuffing. Don't use newspaper because it smudges. 
- **Mirrors, Paintings, Prints**—Small mirrors can be well wrapped in paper and packed in boxes. For larger mirrors and large picture frames, frame boxes work best. Mark GLASS on the outside to prevent mishandling. Always pack and store on end.

- **Rugs and Pads**—After vacuuming rugs and pads, sprinkle with moth flakes. Roll up and tape.

- **Radios, TVs**—Box upright and make sure items are well padded on all sides. For console-size equipment, surround with furniture pads, and then move and load upright. 

- **Stereos and Compact Discs**—Separately pack components and pack in well-padded box marked FRAGILE. Pack CDs upright in their cases in a sturdy box with tape-reinforced bottom. Tie CDs in small bundles before packing, then fill air space with packing paper. Mark FRAGILE.

- **Valuables**—Set aside jewelry, important papers and safe deposit box contents to be packed in a small container you can keep with you throughout the move.

- **Tools and Gardening Equipment**—Drain hoses, coil and pack in boxes. Fill remaining space with lawn sprinklers, small garden hand tools, etc. Combine rakes, shovels, and other long-handled tools together with tape. 

- **Lawn Mowers**—Drain fuel and oil before loading. Remove handle from hand mowers and place blade end in sturdy box. Mark properly.

- **Paint and Flammables**—Don't move! The same goes for other flammables such as alcohol, solvents, lighter fluid, ammunition and greasy mops or rags.

## MOVING CHECKLIST

### Two Months Before Moving

- Investigate moving options. Check rates and availability of all options. Get price quotes. If it's a company move, check with your employer to find out what moving expenses they cover.
- Create a "move file" to keep track of estimates, receipts and other important information.
- Check with the IRS to see what expenses can be deducted on your next tax return.
- Start pulling together medical and dental records—including prescriptions and shot records. Ask your existing doctors for referrals. Don't forget the veterinarian.
- Arrange to have school records transferred to your children's new schools.
- Call your insurance agent to see what changes to expect in your policies. Ask if moving is covered and arrange for insurance for your new home.
- Contact member organizations you have joined. Ask how you can end, sell or transfer your membership.
- Inventory all household items to be moved.
- Contact your new Chamber of Commerce for their new resident package.
- Get copies of any legal and financial documents you need.
- Purchase and begin collecting boxes and other packing supplies.

### One Month Before Moving

- Get an itemized list of all moving related costs and review with mover, including packing, loading, special charges, insurance, vehicles (if needed), etc.
- File a change of address.
- Contact utility companies to disconnect, transfer or connect services.
- Call your newspaper courier, lawn services, etc. and set a date to cancel your subscription.
- Start packing items you don't use often. If you donate, be sure to get a receipt for income tax purposes.
- Plants cannot be loaded with your other household goods, so decide if you will keep your plants or give them away.
- Dispose of flammables, corrosives and poisons.
- Contact your bank and/or credit union to transfer or close accounts. Clear out safety deposit boxes.
- Confirm movers, truck rental reservations.



### One Week Before Moving

- Finish packing and prepare an "essentials" box. Designate several boxes and items as "last load" items. Pack your suitcases and valuables separately.
- Verify service connection dates with "new" utility companies.
- Drain gas and oil from your mower and other motors. Gas grills, kerosene heaters, etc. need to be emptied as well.
- Empty, defrost and clean your refrigerator at least 24 hours before moving day.
- Fill any necessary prescriptions, medications needed for the next two weeks.
- Prepare specific directions to your new home for your moving company (drivers), including your travel itinerary and emergency numbers.

### NOTES:

- Tell your moving company up front about any special requirements your move will involve.
- You can save money by packing items yourself, but any boxes you pack may not be covered by the mover's insurance.
- Before you move, pack for your family as if you were going to stay in a hotel for a couple of nights.
- Movers will follow your directions on placing furniture in your new home, so work out a floor plan of major items before you get to your new home.