

# Packing Checklist

## General

- Start packing and preparing far enough in advance to avoid being pressed for time. This eliminates the need for packing during the move.
- Fill, close and seal all boxes. Use appropriate sized boxes. DO NOT pack heavy items, such as books, in large boxes.
- Keep all hallways and doorways clear of boxes.
- Remove shelving from wall units, cupboards and china closets.
- Mark each box with the room in which they should be placed.
- Clearly mark any item that is NOT to be moved.
- Number boxes with destination and floor. Example: Basement 000-999

## Garage

- Tape or tie lawn tools into bundles.
- Empty the propane tanks on gas grills.
- Check boxes that have been in the garage for long periods of time. They may need to be repacked.
- Oversized items such as playhouses and swing sets should be disassembled.

## Kitchen

- Remove tray from microwave.
- Disassemble kitchen table.
- Unplug and pack small appliances.
- Refrigerators and freezers should be DISCONNECTED and DEFROSTED the night before the move. Drain and empty the water pan.
- Gas ranges must be DISCONNECTED by a plumber or the gas company. Remove burners and any other loose parts.

## Bedrooms

- Disassemble beds
- Waterbeds MUST be completely drained.
- Remove mirrors from dressers.
- Remove papers, jewelry, money and small items from furniture. ONLY linens and clothing can be left in drawers.

## Dining Room

- Disassemble dining room table.
- Remove all breakables from buffets and china closets.

## Living Room

- \_\_\_ Television and stereo should be disconnected and ready to move.
- \_\_\_ Component stereos should be packed in boxes.
- \_\_\_ The glass should be removed from glass-top tables.

## Miscellaneous

- \_\_\_ All glass must be packed and marked.
- \_\_\_ Lamp shades must be packed and marked.
- \_\_\_ Washers and dryers should be completely DISCONNECTED.
- \_\_\_ Gas dryers should be DISCONNECTED by a plumber.
- \_\_\_ Roll up and secure any rugs that are not covered by heavy furniture.