

Filing Cabinets:

Unless the move involves a stair carry, conventional or 2 drawer filing cabinets can be moved with the contents inside, but with all breakables removed. We do suggest and recommend that all contents from the filing cabinet be removed to ensure a faster and efficient move with no damages to the filing cabinet. Note: When the filing cabinets have added weight and with the transition from one location to the next it may cause internal shifting of the rails within the cabinet.

Contents of 4 drawer, lateral, or wall filing cabinets must be removed and properly packed.

Computers and specialized equipment:

Consult with your I.T. dept or computer specialists – in most cases this equipment is typically handled by them or they will prep the equipment for the move; i.e. they will unplug and ensure that the computer system is free of any attached wires and will also do the setup once at the new office location. If you require that service to be coordinated by 310MOVE, please advise your designated Corporate Move Specialist.

Labelling:

Prepare a floor plan of your new premises and utilize a labelling system. The floor plan of your new office will allow your Corporate Move Specialist to put together an efficient game plan with labeling assistance. Colour-coded labels will make the move go smoothly and efficiently.

Labeling tips:

- Label chairs at the top on the back or on the arm rest of the chair. Chair cushions should also be labelled.
- Filing cabinets should be labelled on the front of the top drawer. All sections of the sectional filing cabinets should be labelled.

- Each section of bookcases should be labelled on the upper front surface.
- Mark all components of furniture which may become separated during the move process.
- Filing cabinets in rows should be labelled consecutively to avoid re-handling, your Corporate Move Specialist can show you how to numerically label the filing cabinets.

Packing:

A complete packing job is essential for an efficient move. Our experienced professional packers are available on a time plus materials rate.

Cartons, tape and bubble wrap are available for purchase, and we will arrange delivery for you.

Stationery and supplies stored in cabinets must be packed.

The bottom of each moving box must be properly taped.

Fill moving boxes and or moving bins to the top. Secure the moving boxes with tape and for the moving bins secure with bin ties as they come equipped with lids, also ensure that either moving boxes or moving bins are labelled. Do not over-fill the moving boxes or moving bins as they will be stacked during transit.

Pictures and mirrors must be taken down and leaned against the walls. Special cartons will be brought on moving day to transport them safely, consult with your designated Corporate Move Specialists for further details and pricing.

General Suggestions:

Make arrangements with property management for uninterrupted elevator service at both your current and new location. Our Corporate Move Specialist will advise you on elevator requirements.

Designate one or two employees to maintain proper liaison with our move supervisor.

Employee cars and company vehicles must be removed from loading and unloading zones.

Desks:

In order for a safe and efficient move we suggest that you:

empty drawers and place the contents in a box or moving bins, wrap breakables in paper before packing in boxes or moving bins, gather small items such as pins, paper clips in an envelope, and bundle papers, pens, and other loose items together with a rubber band.

Bookcases:

All books, papers and breakables should be removed and packed in boxes or bins prior to moving day.

OUR SERVICES

- Corporate Moves
- Furniture Assembly
- Residential Moves

PLAN YOUR MOVE

- Selecting A Mover
- How To Pack
- Packing Guide
- Moving Terms
- Plan Your Move
- Corporate Moving Tips

Residential Moving Tips

Checklist

THREE MONTHS PRIOR TO MOVING

- If possible, plan your move outside of the peak season (late spring and summer months). Most movers are booked during this time, which makes it hard to hire the mover you want.
- Survey your house (don't forget the garage, attic, shed and basement). Start making mental lists of items that will not be moving with you.
- Have a yard sale to get rid of items you will not be moving. Donate unwanted items to organizations such as The Salvation Army.

TWO MONTHS PRIOR TO MOVING

- Contact schools, doctors, dentists, lawyers and accountants to obtain copies of your personal records.
- Start interviewing movers. You'll want to get up to five estimates for comparison. Make sure the mover is bonded and licensed and employees are properly screened.

ONE MONTH PRIOR TO MOVING

- Choose a mover and book your move. Order boxes and supplies to start packing if packing yourself.
- Submit a Change of Address form to the Post Office.
- Prepare an Inventory List of single-packed items that will be stored or moved.
- Contact your utility, phone, newspaper, and magazine subscription companies to discontinue/re-establish service at your old and new addresses.
- Secure insurance for your move. All movers provide a minimal level of valuation (buzzword for "insurance.") But you'll want to buy additional insurance from your mover to make sure you are covered.
- Order checks from your bank with your new address.
- Arrange for childcare or pet care on move day, if needed.
- Start packing items that you won't need immediately.

TWO WEEKS PRIOR TO MOVING

- Dispose of items that cannot be moved. Dispose properly of hazardous waste.

- Order refills on prescriptions and contacts. It's a crazy time – and you want to make sure you'll have what you need.
- Contact the building management to schedule use of the elevators, if you live in an apartment or condo.

ONE WEEK PRIOR TO MOVING

- Pay your bills.
- Alert neighbors that the moving trucks are coming.
- Drain water hoses. Drain gas from lawn mowers, leaf and snow blowers, and prepare any major appliances for the move.
- Pack a "FIRST NIGHT" box including personal items, bedding and fun things for the kids.
- Confirm childcare, confirm movers, truck rentals, travel arrangements, etc.
- Obtain certified checks (if needed) for the movers.
- Make sure all boxes and items are packed properly and closed for stacking.
- If an elevator has to be booked for the move make sure the dates and times are correct. Elevators will add an extra time to your move if not handled properly so make sure everyone is aware.

ONE DAY PRIOR TO MOVING

- Pack any last minute items.
- Write down cell phone information to give to the head of the moving crew.
- Get a good night's sleep!

MOVING DAY

- Make sure that someone is available at your residence to receive the moving company and provide payment in form required.
- If in a gated community or condominium, notify the management office of the mover's anticipated arrival time.
- Record all utility meter readings (gas, electric, water).
- Review the bill of lading and inventory sheet one last time.
- moving tips

Moving & Packing Tips

We offer complete packing and unpacking services.

Good packing is essential for a good move. If you choose to do some or all of your own packing in preparation for your relocation, it's especially important that you be familiar with the techniques and boxes that will best protect your possessions.

Ready, Set, Pack!

Good Packing Means...

- Limiting cartons, when possible, to a maximum weight of 50 pounds to make handling easier.
- Wrapping items carefully.
- Providing plenty of cushioning to absorb shock.
- Using sturdy cartons that close.
- Making sure cartons are firmly packed and do not rattle, bulge outward or bend inward.
- Not mixing items from different rooms in the same carton, when possible.

Checklist of the Basics

- Start with out-of-season items. Next, pack things used infrequently. Leave until last the things you'll need until moving day.
- Empty drawers of breakables, spillables, items not recommended for inclusion in your shipment and anything that would puncture or damage other items. However, blankets, sweaters, lingerie, bath towels and similar soft, lightweight goods may be left in drawers.
- Pack similar items together. Do not pack a delicate china figurine in the same carton with cast-iron frying pans, for example.
- 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 or cloth bags (which can be purchased from the moving company) and taped or tied securely to the article to which they belong.
- Wind electrical cords, fastening them so they do not dangle.
- Wrap items individually in clean paper; use tissue paper, paper towels or even facial tissue for fine china, crystal and delicate items. Colored wrapping draws attention to very small things. Use a double layer of newspaper for a good outer wrapping.
- Place a two- or three-inch layer of crushed paper in the bottom of a carton for cushioning.
- Build up in layers, with 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 or cardboard cut from cartons as dividers.

- Cushion well with crushed paper; towels and lightweight blankets also may 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 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 cartons tightly with tape except for those containing items listed on United's High-Value Inventory form. These must be left open for the van operator's inspection.
- As you finish with each carton, list the contents on the side of the carton (for easy viewing while cartons are stacked) and in a special notebook. You might want to number and/or code the cartons as well.
- Indicate your name and the room to which each 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 on cartons you want to unpack first at destination.

How To Pack

China, Glassware & Silverware

- Moving company packers use a dish pack -- an exceptionally sturdy corrugated carton of double-wall construction — for china, glassware and other fragile items less than 18 inches in size. Unless cartons of similar strength and construction are valuable, you might want to purchase several dish packs from the moving company.
- Wrap all pieces of china and glassware individually in clean paper. Using several sheets of paper, start from the corner, wrapping diagonally and continuously tucking in overlapping edges. A double layer of newspaper serves well as an outer wrapping. A generous amount of paper padding and cushioning is required for all china and glassware. Label cartons, "FRAGILE — THIS SIDE UP."

Flat China & Glassware

- Larger china and glass plates, platters and other flat pieces are excellent as the lowest layer in a dish pack.
- Place cushioning material in the bottom of a carton. Wrap each piece individually then wrap up to three in a bundle with a double layer of newspaper. Place these bundled items in the carton in a row on edge.
- Surround each bundle with crushed paper, being careful to leave no unfilled spaces. Add two or three inches of crushed paper on top of the bundle to protect rims and make a level base for the next tier. Horizontal cardboard dividers can be helpful in keeping layers level.
- Smaller plates, saucers and shallow bowls can make up a second layer. Wrap and pack in the same way as larger items.

Bowls & Odd-Shaped Items

- Depending on their weight, these might be used either as the bottom or middle layers. Wrap the same way as flat plates.
- Stand shallow bowls (soup plates, etc.) on edge in the carton and deep ones (such as mixing bowls) nested two or three together, upside down on their rims.
- Wrap sugar bowl lids in tissue, turning them upside down on top of the bowl. Then, wrap both together in clean paper, followed by an outer double layer of newspaper. Wrap cream pitchers in clean paper and then a double outer wrapping. Place sugar bowls, cream pitchers, sauce containers and similar pieces upright in the carton. Complete the layer as for plates.

Cups

- Even when using a dish pack and mini-cells for china, wrap cups individually, protecting handles with an extra layer of paper. Then, pack cups upside down.
- If not using a dish pack or cells, wrap cups as previously described in a double layer of paper and place them upside down on rims in a row on an upper layer with all handles facing the same direction. Complete the layer as for plates.

Silver

- Because air causes silver to tarnish, all silver pieces should be enclosed completely in clean tissue paper or plastic wrap. Glassware — including bowls, tea sets and serving dishes — should be wrapped carefully as fragile items and packed like china.
- Loose flatware may be wrapped either individually or in sets, and in clear plastic or tissue.
- If silverware is in a chest, you still might want to wrap the pieces individually and reposition them in the chest. Or, fill in all empty spaces in the chest with tissue paper or paper towels. Wrap the chest with a large bath towel.

Figurines & Other Delicate Items

- Wrap first in tissue paper, paper towels or facial tissue. Then, wrap carefully in newsprint that has been crushed and flattened out. Be sure the items are well-protected with plenty of cushioning.
- Small mirrors, plaques and pictures should be wrapped individually in tissue paper. A bath towel or small blanket makes an excellent outer wrapping and padding for glass. Place items on edge in a carton.

Fragile Items

- Many moving companies use a material called bubble pack (plastic with bubbles) for exceptionally fragile items. If an item is extremely valuable as well as delicate, it might be wise to have it packed for you. Special materials might be needed for maximum protection.

Artificial Flowers

- An arrangement of artificial flowers should be packed in its own carton. Wrap carefully in plastic wrap, tissue paper or paper towels. If possible, fasten the base of the floral piece to the bottom of the carton. Label the carton "FRAGILE — THIS SIDE UP."

Lamp Bases

- After removing the light bulb and lamp harp, wrap the base, harp and bulb separately in newsprint. (Use paper pads for large lamps.) Place them together in a carton, filling spaces with crushed paper. More than one well-cushioned lamp may be packed in a carton.

Lamp Shades

- Never wrap lamp shades in newspaper. Carefully wrap each shade in three or four sheets of tissue paper, a pillowcase or a large lightweight towel.
- To allow for movement, use a sturdy carton at least two inches larger all around than the largest shade. Line it with clean paper, using crushed paper under the lamp shade to create a protective layer, but not around the shade. A small shade can be nested inside a large one, if you are sure they will not touch. Only one silk shade should be placed in a carton to avoid stretching the silk.
- Do not pack other items with shades. Label cartons "LAMP SHADES — FRAGILE."
- It is best to have the moving company crate large Tiffany-type or other glass lamp shades or chandeliers.

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

- All are easily damaged. Glass might shatter, and marble slabs can crack at veins. Paper never should be permitted to touch the surface of an oil painting.
- It's best to consult with your moving company about custom-made cartons and crates for items of this kind.

Books

- Pack them either flat or with the spine touching the bottom of the carton. Do not pack with spine facing up, as glue can break away from the binder. Pack books of the same general size together.
- Expensively bound volumes or those of special sentimental value should be individually wrapped before packing.
- Because books are heavy, be sure to use small cartons.

Photographs

- Family photographs, videos, slides and negatives should be packed in separate cartons rather than being combined with other household items.
- Protect framed photos with padding and cushioning, standing them on edge in a carton.
- Label cartons clearly for easy identification.
- If possible, carry irreplaceable items with you to destination.

Compact Discs, Tapes & Records

- Remove these items from the stereo or storage cabinet. Keep in mind records are heavy and should be packed in small cartons.
- If records are not in jackets, wrap individually in tissue paper or plastic wrap to protect them from being scratched.
- Stand compact discs and records on edge, never flat, on a layer of crushed paper. Support at both ends with a large, hardcover book or several pieces of cardboard cut to fit. Top with another layer of crushed paper. Identify contents on the outside of the box and mark "FRAGILE."
- Cassette tapes should be placed in the protective plastic box in which they came, if possible, and then wrapped individually in crumpled paper. Place individual tapes either vertically or horizontally on a couple of layers of crushed paper.

Clothing

- Clothing left on hangers and placed in wardrobe cartons used by moving companies will arrive at destination wrinkle-free. You might want to purchase several of these special cartons from your moving company. One will hold about two feet of compressed clothing on hangers.
- 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. Some lightweight clothing — such as lingerie and sweaters — may be left in bureau drawers.
- Hats may be left in hatboxes and placed in a large carton. Or, stuff the crown of each hat with crumpled tissue paper; wrap tissue loosely around the outside and place in a carton lined with clean paper, with the heavier hats on the bottom. Don't pack anything else with hats. Label the carton "FRAGILE."
- Footwear may be left in shoeboxes and placed in a large carton. Or, wrap each shoe individually and then in pairs. Footwear should be cushioned to avoid damage to heels or ornaments. Don't pack heavy items on top of shoes.
- It is recommended that you take your furs with you rather than having them moved on the van.

Linens & Bedding

- Blankets, sheets, tablecloths, towels, pillowcases and other linens may be protected by a large plastic bag and packed in a carton that has been lined with clean paper.
- Wrap your most prized linens in tissue. Also, linens and bedding are good for cushioning or padding many types of items.

- Special mattress cartons in various sizes are available from your moving company for a nominal charge. Pillows may be placed in bureau drawers or packed in cartons.

Draperies & Curtains

- Clothing wardrobes are ideal for moving curtains and draperies. Fold them lengthwise, place over a padded hanger, pin securely and hang in the wardrobe.
- Draperies and curtains also may be folded and packed in cartons lined with clean paper or plastic wrap.

Rugs

- Leave rugs on the floor for the moving company to handle. If they've just been returned from the cleaners, leave them rolled.

Major Appliances

- Pre-move preparation is required for many major appliances. Set an appointment with a service technician to prepare your major appliances for shipment -- or have your agent send someone out who is authorized to perform this service.

Small Appliances

- Items such as clocks, small radios and other small appliances should be wrapped individually and packed in a carton cushioned with crushed paper.
- Small clocks, transistor radios and similar items can be packed in the same carton with linens or as extra items with lamp bases. Make sure cords are wrapped so as not to scratch or otherwise damage items.
- Steam irons should be emptied of all water, wrapped and placed in the cushioned bottom of a box.
- Remove all batteries from small appliances before packing.

Tools

- Long-handled garden tools, as well as brooms and mops, should be bundled together securely. Attachments should be removed from power tools and packed separately.
- Hand tools may be left in tool boxes and the spaces filled with crushed paper, or they may be packed according to general packing rules. Always use small cartons because tools usually are heavy.

Outdoor Equipment

- Before moving day, dismantle children's swing sets, TV antennas and garden sheds. Gather pieces and bundle together with nylon cord. Place small hardware in a cloth bag and securely attach to corresponding equipment.
- Prepare lawn mower by draining gasoline prior to the day of loading.

Food

- Take only food items you are sure will travel well. Do not take anything perishable. In the winter months, do not take anything subject to freezing.
- Open boxes of dried or powdered foods such as rice, macaroni and cereals should be sealed with tape. Small containers of herbs and spices, condiments, bouillon cubes, gelatin, flavorings, etc. should be placed together in a small box before packing in a large carton. Cover holes of shaker-type containers and seal with tape.
- Since canned goods are heavy, the amount placed in one carton should be limited.

A Word About Special Household Items

The popularity of home electronic items has added a new dimension for the do-it-yourself packer. Home computers, microwave ovens and stereo systems require special care to ensure they arrive at destination safely.

If you saved the original cartons and packing materials in which these items arrived, it is best to repack using those materials. Should you not have these materials, you might want to contact a store selling your particular item and ask if discarded packing materials are available.

We supply complete packing and packing moving supplies at our onsite store.