



“ YOU MAY NOT MOVE EVERY DAY, BUT WE DO. ”

Pack Like a Professional

By AAA Movers

What You'll Need to Know to Make
Packing Yourself An Easier Move!



PACK LIKE A PROFESSIONAL

Packing your possessions in preparation for moving is an art requiring a certain amount of expertise and know-how. A good packing job does more than protect your belongings; it can actually make settling into your new home much easier. Your AAA Movers mover has well-trained, qualified packers

ready to do the job for you. They can handle this backbreaking task with speed and care. In addition, we are responsible for the contents of any cartons we pack. If your budget is your primary concern, you may want to consider having our crews pack certain items, such as your delicate or fragile possessions. Discuss your options with your AAA Movers representative.

If you decide to do some or all of your packing yourself, it is important to use the right tools and techniques to ensure that your possessions arrive in your new home in the same condition as they were prior to being packed and moved. This booklet is designed to provide some helpful guidelines to ensure the safe transport of your belongings. Please do not hesitate to contact your moving professional if you have any questions or concerns.

Keep in mind, all of your possessions must be properly packed and ready for loading when the moving van arrives. We will inspect the cartons you've packed and if we feel any items are improperly packed or susceptible to damage, we will request that the items be repacked prior to loading. Do not use cartons that are damaged or soiled, or that cannot be closed and sealed properly. In addition, make sure that you cannot hear the contents of a carton move or rattle if you shake the box.



MATERIALS YOU'LL NEED

Boxes

You'll need many boxes in assorted sizes. If you decide to collect boxes from grocery or liquor stores, make sure you start early. All boxes should be clean and in good condition. In

addition, each box must have a cover so that the box can be closed securely and sealed.

You can also purchase boxes from a moving supply store or through your AAA Movers representative. In some cases, used boxes may be available from your mover. Professional moving boxes come in a variety of shapes and sizes. In addition, there are boxes designed for specific uses:

- ◆ Dish Pack - extra sturdy, double-walled box for all breakables, such as dishes, crystal, and glasses.
- ◆ Wardrobe Carton - a large box with a hanger bar to accommodate clothes from your closet, or other items which are hung on hangers.
- ◆ Mirror Carton - used to pack mirrors, glass, or pictures.
- ◆ Mattress Carton - available in king, queen, double, twin, and crib sizes. You must have one for each box spring and regular mattress.

Packing Paper

You'll need plenty of packing paper. This should be clean, unprinted newsprint paper since the print on regular newspapers may come off. Bundles of unprinted paper can be purchased through your AAA Movers representative.

Other Materials

- ◆ Packing tape - rolls of plastic tape at least 1 1/2 to 2 inches wide. In addition, a tape dispenser will make the job much easier.
- ◆ Packing material for delicate items - bubble wrap, paper towels, or tissue paper.
- ◆ Permanent marker - this should be a broad-tipped marker for labeling boxes with your name, the contents of the box, which room it should go to in your new home, and any other important information about the contents (i.e., FRAGILE, THIS SIDE UP, etc.).

- ◆ Scissors - have a couple of pairs available.
 - ◆ Sealable plastic bags - to hold knobs, handles, screws, picture hooks, remote controls, keys, and other items which may become easily lost.
- ◆ Trash bags - at least one for every room (so you won't be tempted to pack items you should discard).
- ◆ Tools - in case you need to disassemble an item.

BASIC PACKING GUIDELINES

- ◆ Valuables such as securities, jewelry, money, coin or stamp collections, and legal papers should not go on the moving van. These items should either be taken with you or shipped by a traceable, insurable carrier, such as UPS or FedEx. Irreplaceable items with little or no insurable value, such as family photographs, should travel with you. You also may want to transport furs yourself, especially if heat and humidity is a concern (which may damage furs).



- ◆ Create a "survival" box. This box should contain any items you may need in your new home as soon as you arrive. It should be marked OPEN IMMEDIATELY. Some suggestions for its contents are:
 - ◆ Paper towels and bathroom tissue.
 - ◆ Dish cloth and towels
 - ◆ First-aid kit
 - ◆ Personal items (i.e., soap, contact lenses, medications, etc.)
 - ◆ Tools and small toys (if you have children)
 - ◆ Paper plates, cups, napkins and eating utensils
 - ◆ Pots and pans
 - ◆ Canned or boxed food items
 - ◆ Coffee maker, coffee, and supplies
 - ◆ Operating instructions for appliances, televisions, stereos, etc.
 - ◆ Keys
 - ◆ Remote controls

- ◆ Plan on each room taking at least one day. Your kitchen, basement, and garage may take two to three days to pack.
- ◆ Pack everything in one room before moving to another.
- ◆ Empty drawers of breakables, spillables, or any item which could damage other items.
- ◆ Keep all parts together. Place small items in a sealable plastic bag and tape or tie the bag to the item to which the parts belong.
- ◆ Gather electrical cords to appliances and fasten them so the cords do not dangle.
- ◆ As soon as you finish packing a box, you should label it properly with the following information:
 - ◆ Your last name.
 - ◆ Room that the box should go to in your new home.
 - ◆ The box's contents.
 - ◆ The letters "PBO" or Packed-by-Owner should be marked clearly on each box you pack
- ◆ All boxes should be stacked with the labeled area facing out so that each box can be recorded quickly and accurately on the inventory forms by your AAA Movers mover.

DO NOT PACK!

There are a number of items which cannot be moved and, therefore, should not be packed:

- ◆ Valuables (see previous page)
- ◆ Wet or damp items
- ◆ Perishable food items ◆
- Open containers
 - ◆ Common household products and cleaning supplies (i.e., ammonia, bleach, dishwashing liquid, liquid laundry detergent)
 - ◆ Vinegar
 - ◆ Soda, beer, champagne, or any opened bottles of wine or alcohol
 - ◆ Batteries



- ◆ Combustible or corrosive liquids
- ◆ Explosives
- ◆ Flammable material
- ◆ Compressed gases
- ◆ Propane tanks or container (whether or not they are purged)

Packing Boxes

Incorrect packing is the primary cause of damage. Some things to keep in mind when packing a box are:

- ◆ No box should weigh more than 50 pounds.
- ◆ Before packing a box, line the bottom with a few inches of crumpled or wadded paper for cushioning.
- ◆ Make sure all items in a box are securely positioned so that they will not move during transit.
- ◆ Fill in any voids in the box with wadded paper as you are packing and top off a loaded box with wadded paper.
- ◆ The more fragile an item, the more cushioning is needed.
- ◆ Make sure there are not sharp points, edges, or rims left uncovered.
- ◆ The sides of the box shouldn't bulge.
- ◆ The top of the box shouldn't bulge or cave-in.
- ◆ The heavier an item is, the smaller the box should be. Keep this in mind when you are packing books, CD's, DVD's, etc.
- ◆ Always place the heaviest items on the bottom of a box.
- ◆ Place similar items in the same box.
- ◆ Do not mix breakable items with heavy items.
- ◆ Do not scrimp on paper or other packing materials.
- ◆ Tape each box and label appropriately.



PACKING YOUR KITCHEN AND DINING ROOM

One of the most time consuming rooms to pack is your kitchen; therefore, give yourself plenty of time. Following are some basic guidelines for packing items in your kitchen.



Packing Dishes

- ◆ Line the bottom of a sturdy, medium-sized carton with several layers of crumpled packing paper so that the bottom is cushioned.
- ◆ Using a flat surface, lay out a sizable stack of packing paper.
- ◆ Place one plate in the center of the stack.
- ◆ Grasp two sheets of paper at one corner and pull them over the plate so the plate is covered completely.
- ◆ Stack a second plate on the first plate.
- ◆ Grasp a second corner of the two sheets of paper covering the first plate and pull them over so that the plates are covered.
- ◆ Stack a third plate on the other two.
- ◆ One at a time, fold the remaining corners over the stack of plates.
- ◆ Turn the wrapped stack of plates upside down and place on the packing paper.
- ◆ Rewrap the entire bundle by pulling up two sheets of wrapping paper over the bundle, one corner at a time.
- ◆ Tape the bundle of plates.
- ◆ Place the bundle of plates in a carton so that the plates are standing on their edge (which is the strongest part of a plate).
- ◆ All plates and other flat dishes should be packed in the same manner.
- ◆ Make sure you put crumpled paper between the bundles for cushioning.

Packing Cups and Glasses

Cups and glasses should be wrapped individually. We highly recommend that you do not "nest" items, since this may cause the items to break. It is better if you use cartons with dividers (such as those available from liquor stores).

- ◆ Make sure there is crumpled paper in the bottom of the carton before you begin.
- ◆ Lay the cup or glass on its side on your stack of paper, close to you.
- ◆ Grasp two sheets of paper and place over the item.
- ◆ Roll the item in the paper diagonally, while folding two other corners of the paper in towards the item until you have formed a bundle.
- ◆ Secure the bundle with tape.
- ◆ Place in the carton upright (do not lay the item on its side).
- ◆ Put crumpled paper between and on top of the bundles for cushioning.

Packing Pots and Pans

- ◆ Approximately two or three pots or pans may be nested, one inside the other. This method may also be used to pack large bowls.
- ◆ Place two or three sheets of paper between the items and nest inside one another.
- ◆ Place the items upside down in the middle of the stack of paper.
- ◆ Use at least three sheets of paper to wrap the items, using the same method as you did when wrapping dishes.
- ◆ Secure the bundle with tape.
- ◆ Pack in a medium-sized carton.

Packing Small Kitchen Appliances

It is best to pack your small kitchen appliances (i.e., blender, toaster, can opener, coffeemaker, etc.) together in one or two cartons (or more, if needed), so that no other types of items are in the cartons. In this way, unpacking will be much easier.

- ◆ Wrap cords so that they do not scratch or damage items.
- ◆ Wrap each appliance individually with two or three sheets of paper.
- ◆ Place each appliance in the carton.
- ◆ Put crumpled paper between the appliances for cushioning.

Other Kitchen Packing Tips

- ◆ Boxed foods (such as cereal boxes) can be shipped (unless your shipment is going into storage, since these items will attract rodents and insects). If the box is open, tape it shut.

- ◆ Spices can be packed and shipped. Make certain that all containers are closed tightly so they don't leak. If in doubt, seal the container with tape.
- ◆ If you are shipping canister sets, you may leave the contents in them; however, secure the container with tape. Each canister should be individually wrapped in packing paper.
- ◆ Your refrigerator must be empty prior to moving. We cannot transport perishable items.
- ◆ Silverware should be completely wrapped in paper or plastic wrap to protect them from tarnishing. If your silver is in a chest, put paper in the chest to fill in any voids so that the items will not shift in the chest.
- ◆ Flatware should be packed in bundles.
- ◆ Knives must have extra padding. You should also mark the bundle "KNIFES" so that you are extra careful when you unwrap them.

PACKING YOUR LIVING ROOM AND FAMILY ROOM

Mirrors and Pictures

- ◆ Small mirrors and pictures can be wrapped and placed upright in regular cartons with other goods. Make sure you have crumpled paper surrounding the items to protect them. Also, if the carton contains glass, mark the outside of the carton appropriately. Picture hooks and other mounting hardware should be removed and packed in plastic bags.
- ◆ Some pictures and mirrors may be a little too large to fit in regular cartons. In this case, you may need to create a mirror carton to fit them:
 - ◆ Select a carton that is larger than your picture or mirror when it is opened at both ends. Open the bottom of the carton and flatten the carton.
 - ◆ Seal one of the open ends with packing tape.
 - ◆ Spread out several sheets of paper so that the paper is about twice as wide as your picture/mirror.



- ◆ Place your picture/mirror face down on the paper.
- ◆ Wrap the item in the paper in the same manner as you might wrap a gift box, making sure that the entire item is covered. Tape and seal all areas where the paper overlaps.
- ◆ Slide the picture/mirror into the unsealed side of your carton and seal the end with tape.
- ◆ Extremely large pictures or mirrors should be packed by your mover in specially designed mirror or picture cartons.

Packing Lamp Shades

- ◆ Lamp shades can be very expensive and easily damaged; therefore, extra care should be taken.
- ◆ Use a sturdy carton which is a little bigger than the largest shade and line it with paper. In addition, put crumpled paper under the shade to further protect it. Do not put paper around the shade.
- ◆ A smaller shade can be placed inside a larger one as long as they do not touch. NOTE: If the material the shade is made of stretches, you should not put more than one in a carton.
- ◆ Do not pack any other items with your shades. Make sure you mark the cartons "LAMP SHADES - FRAGILE - TOP LOAD ONLY."

Packing Lamp Bases

- ◆ Remove the light bulb and lamp harp. These should be wrapped and packed separately.
- ◆ Use a sturdy carton which is lined with several inches of crumpled paper.
- ◆ Spread several sheets of paper out and place the lamp base in the center of the paper.
- ◆ Roll the paper around your lamp and tuck in the end of the paper at the base of the lamp.
- ◆ Tape the end and seal any seams.
- ◆ Place the lamp base in the carton. Additional lamps may be packed in the same carton; however, cushion each one with crumpled paper.
- ◆ Mark the carton "LAMPS - FRAGILE."

Packing Audio Equipment

- ◆ If possible and if they are in good shape, use the original boxes that your audio equipment came in when you purchased the item. If this is not possible, use sturdy cartons.
- ◆ Most CD or DVD players have transport screws (normally located on the back of the unit) which should be tightened.
- ◆ Turntables often have locks to hold the tone arm in place. Also, tighten the appropriate screws to secure the platter. If you are unsure where these screws are, check your owner's manual.
- ◆ Remotes can be padded and packed with your audio equipment. You can also pack all your remotes in a separate, clearly marked carton.

Packing Computer Equipment

Refer to our Moving Guide, [Moving Your Electronics](#) , for detailed instructions.

Packing Books

- ◆ Books should be packed together in small cartons.
- ◆ Pack books flat or with the spine facing down.
- ◆ High-value books should be individually wrapped before placing in cartons.

Packing Artificial Flower Arrangements

- ◆ Wrap each arrangement in tissue paper or paper towels.
- ◆ Place in individual cartons.
- ◆ Fill any open spaces in the carton with crumpled paper.
- ◆ Mark the carton "FRAGILE - THIS SIDE UP."

Packing Draperies and Curtains

- ◆ The ideal carton for these items is a wardrobe carton. You can place them on a padded hanger and hang in the wardrobe carton.
- ◆ If you do not have a wardrobe carton, line a large carton with paper or plastic wrap and place folded draperies and curtains in it.
- ◆ Curtain rods should be removed, wrapped, and placed in cartons. For long rods, you may need to secure two cartons together. Hardware should be put in plastic bags and packed with the rods.

PACKING YOUR BEDROOM

Packing Clothing and Shoes

- Clothing hanging in closets can be left on hangers and hung in wardrobe cartons.
- If wardrobe cartons are not available, clothing should be removed from hangers, folded, and placed in a carton lined with paper. Suitcases can also be used.
- If available, hats should be left in hatboxes and packed in large cartons. If hatboxes are not available, stuff the hat with crumpled paper, wrap the hat loosely with paper, and place in a carton lined with paper. Make sure you mark the carton "FRAGILE."
- If shoeboxes are available, leave your shoes in them and pack in large cartons. If not, wrap the shoes individually or in pairs. Make sure you cushion your shoes with crumpled paper to prevent damage.



Packing Linens & Pillows

- Make sure your linens (towels, sheets, blankets, etc.) and pillows are thoroughly dry before you pack them.
- Put these items in plastic bags and place in cartons lined with paper.

Packing Your Garage or Storage Area

Before you start, dispose of any item which cannot be transported (see DO NOT PACK!). Then, sort your items into groups of similar shapes or sizes.

- Securely bundle together all long-handled items (i.e., brooms, rakes, shovels). These items do not have to go into cartons.
- Items can be left in tool boxes. Fill in any voids with crumpled paper. Make sure the tool box is securely fastened.
- Remove any attachments from power tools and pack separately. Wrap and tape any sharp edges with extra paper or old towels.
- Trash cans should be cleaned and dried thoroughly.