



Packing Guide

This packing guide has been prepared to help clients pack their household items to avoid damage to their belongings. The industry standard rule is that “whoever packs the box is responsible for damage to items inside the box”. Please follow the recommendations and use the recommended boxes/crates and packing material.

The Following Items Cannot Be Transported in a Moving Truck (Pack Them Separately) Nor Can They Be Storage in a Storage Facility (Including Shipping Containers):

- Perishable food items that will spoil in transit (for long-distance moves)
- Items of extraordinary value (valued at \$100/lb or more) without insurance and an appraisal
- Opened liquids (food, cleaners, etc.)
- Flammable or hazardous materials
- Paint or paint thinner
- Bleach
- Aerosol cans
- Flammable or corrosive chemicals
- Motor oil or fuel
- Lamp oil
- Propane
- Gasoline or kerosene
- Flares
- Firecrackers
- Explosives
- Batteries
- Firearms
- Ammunition

Books

Recommended box size: - Small Book Box (1.5 cube box)

- Books should be packed upright, alternating spines. Hardcover, medical books, professional manuals, bibles, etc. should be paper wrapped first.
- Separate each layer with a folded piece of packing paper.



- Pack smaller paperback books upright or magazines to tighten up the box, or just add some crumpled packing paper.
- Never pack more than 30 pounds of books in a box.

Framed Pictures - Small Framed Pictures

Recommended box size: 3.0-4.5 Cube Box - Choose the box that best fits the size pictures that you are packing.

- Never lay flat. Always stand in an upright position.
- Cover the bottom of box with some crumpled packing paper to help cushion the load.
- Wrap each picture individually and stand upright leaving some space to cushion sides. Top off box with more packing paper to fill, secure & tighten it up.
- Mark "fragile" with red marker if possible.

Framed Pictures - Large Framed Pictures

Recommended box size: Picture/Mirror Box - Choose the size that best fits the size pictures that you are packing.

- Cardboard inserts are also available to protect the edges.
- Any pictures/mirrors that are too large for this type of box must be custom crated or multiple boxes used and tape together.
- Any picture/painting of any size valued at \$5,000 or more must be professionally crated by a third-party artwork crating company.

Mirrors/Glass/Marble Tops and Similar Items

Recommended box size: Picture/Mirror Box - Choose the size that best fits the size pictures that you are packing.

- If the item will fit into a picture/mirror box, and the value does not exceed \$5,000, the item should be packed into the picture/mirror box.
- If the item exceeds \$5,000 in value, a third-party artwork crating company must build a cardboard or wooden crate specifically for this item, and the item must be bubble-wrapped and protected inside the crate.

Kitchen Items - Breakable

Recommended box size: Dish Pack Box

- Cover the bottom of box with some crumpled packing paper to help cushion the load.



- Plates and dishes must never lie flat inside the box. Always stand plates and dishes in an upright position and pack on their side and not flat on top of one another as the weight inside the box will break or crush them.
- To wrap, place several sheets of packing paper/newsprint on a flat surface. Place a plate on top of the newsprint. Grab edges of top newsprint sheet up around the plate, covering completely (wrap each plate individually). Put the next plate on top of this and repeat the process. It is safe to pack up to 3 plates in this same bundle, finally wrapping the fourth sheet of newsprint around the entire bundle. Place bundle into Dish Pack box on top of the crumpled newsprint layer in an upright position, on side (not flat), leaving some space to cushion side walls of box. Continue to layer crumpled newsprint in between each layer of upright dishes.
- Top off box with more packing paper to fill, secure & tighten it up.
- For larger breakable items - Pyrex dishes, china serving bowls, glass coffee pots - wrap in paper or bubble wrap. Put two or three smaller items or one larger item in the center of a small box with crumpled packing paper. Make sure a layer of crumpled packing paper is between each item. Fill in top of box with crumpled newsprint to eliminate box being crushed when stacked.
- Seal and mark "Fragile - Kitchen."

Glassware

Recommended box size - Dish Pack Box

- Never lay glassware on side.
- Cover the bottom of box with some crumpled packing paper to help cushion the load.
- Wrap each glass and mug individually in packing paper or bubble wrap.
- Put layers of packing paper or bubble wrap in between plates and bowls.
- Fill bottom of box with crumpled packing paper. Glasses and mugs should have paper crumpled inside each glass, then the glass or mug should be wrapped in paper.
- Glasses should be placed upside down in the box. Fill in sides and top with crumpled packing paper. A layer of crumpled packing paper/newsprint should go between each layer of glasses.
- Glass bowls can stack into each other (normal position). Use paper in between each item, then wrap the bundle in paper. Do not stand bowls on edge.
- Top off with packing paper to tighten it up.
- Seal and label box. Mark "Fragile – Kitchen."

Stemware/Crystal, Collectibles

Recommended box size: 1.5 Cube Box, then into Dish Pack box

- Never lay stemware/crystal flat.



- Crumple some packing paper to cover the bottom of the box.
- Wrap each piece individually with packing paper, then again with small bubble wrap.
- For figurines/detailed fragile pieces, wrap delicate and small protruding sections with tissue paper, then bubble wrap the item.
- Tape each piece securely and stand upright.
- Top off box with crumpled newsprint to tighten up the box.
- For especially delicate and/or high value items, pack into book boxes, then place two book boxes into one dish pack for extra protection.
- Seal and label box "Fragile – Kitchen".

Glasses and Teacups

Recommended box size: Dish Pack box

- Put a layer of crumpled newsprint on the bottom of the box. Put crumpled newsprint or tissue paper inside each glass/teacup. Wrap each glass or teacup in packing paper a piece of bubble wrap and tape it.
- Place wrapped cups or glasses upside down.
- Place a layer of cardboard and another layer of packing material between layers
- Keep layering in wrapped cups and crumpled packing paper leaving space at the top to fill with crumpled packing paper.
- Seal and mark "Fragile - Crystal/China."

Collectible Items

Recommended box size: Book Boxes (1.5 Cube Box) and Dish Pack box

- Wrap each fragile item separately with bubble wrap and tape.
- For figurines/detailed fragile pieces, wrap delicate and small protruding sections with tissue paper, then bubble wrap the item.
- Put a layer of peanuts or crumpled packing paper on the bottom and layer in wrapped items with peanuts or crumpled paper in between.
- Put a final layer of peanuts or crumpled paper on top.
- For especially delicate and/or high value items, pack into book boxes, then place two book boxes into one dish pack for extra protection.
- Seal and mark "Fragile - Collectibles."

Kitchen Items - Non-Breakable

Recommended box size – 3, 4 or 5 Cube Box



- Put packing paper between the items.
- Wrap all items individually with newsprint/packing paper.
- Fill in spaces with crumpled packing paper.
- Seal and mark "Kitchen."

Small Appliances

Recommended box size – 3 Cube Box or Dish Pack Box

TIP: Don't use plastic peanuts or shredded newsprint, which could get into the machines and cause damage.

- Group kitchen appliances, like blenders and toasters, or other small household appliances, like hand-held vacuums and telephones, two or three to a box.
- Make sure the bottom of the box is securely taped, and then pad the bottom of the box with crumpled packing paper.
- Small appliances should be generously paper wrapped individually and packed in appropriate-sized boxes.
- Put another layer of packing materials on top, seal the box, and mark it "Kitchen Appliances."
- Pack items into 3.0 boxes or dish packs.

Computers

Recommended box size – Original Box or 3, 4 or 5 Cube Box

- It is best to pack computers in their original boxes and packaging from the manufacturer. If original packaging is not available, crumple packing paper on bottom of container, wrap computer with packing paper or bubble wrap and place in box.
- Disks should be packed in a separate box, but not with anything magnetic.
- Bundle cables and wires and color code them to their matching holes so it's easy to reconnect. Fit in cables and accessories, close and seal that box.
- Printers should be packed separately: be sure to remove the printer cartridges.
- Mark each box "Fragile - Computer."

Stereo Components

Recommended box size – Original Box or 3, 4 or 5 Cube Box

- Make sure all components are completely cooled off. Use color-coded tape to mark where cables and cords should go in the equipment for easy reconnect.
- Check manuals for any special moving preparations that need to be done that will keep internal components from moving around.



- With turntables, tape down the "platter" the record sits on and tape the arm to the armrest. (Pack the plastic turntable cover separately from the turntable; if it comes off, it may screw down.)
- Put components in original boxes, or pack by crumpling packing paper on bottom of container. Wrap with packing paper or bubble wrap and crumpled packing paper and place in between box and component, top off box with crumpled packing paper and seal.
- Don't bundle components together in the boxes unless they're small enough to be separated.
- Seal and mark boxes "Fragile - Stereo/ Audio Equipment."

Televisions

TVs must be packed in an original box with the original styrofoam, or in a special manufactured flat-screen TV box or a wooden crate.

- Be sure to leave the cable and cable box behind since those belong to the cable company.
- Check the manual to make sure there are no special moving preparations that need to be done to stabilize internal components.
- Slide the foam forms on either end. Then slide it into the box, making sure it remains upright, seal it, and mark it "Fragile - TV."

Linens

Recommended box size: 3, 4 or 5 Cube Box

- Pack assorted sheets, towels, pillows, etc. in paper lined boxes.
- Seal and label your box accordingly.

Shoes

Recommended box size - 3, 4 or 5 Cube Box

- Wrap each shoe individually in packing paper/newsprint. Do not wrap pairs together as you can damage the material of the shoes.
- Seal and label box.

Hanging Clothes

Recommended box size: Wardrobe Box with 24 inch hanging bar

- About 30 inches of closet space will fit into a wardrobe box.
- Items should be placed into the wardrobe to hang freely; tight enough that hangers will not slide along bar during movement, but not tight enough to crush and wrinkle items.
- Table cloths/curtains can be put on hangers and packed into wardrobe box.



- Do not place any other items in the bottom of the wardrobe box except pillows or small cushions in the very bottom.

Rugs

Rug must be rolled, and then padded. NEVER fold rugs. Recommended method is to have rug vacuumed, then rolled, taped then padded in moving pads.

Table and Floor Lamps and Shades

Recommended box size: Lamp box

- Floor lamps need to be wrapped with packing paper and packed into a floor lamp box to avoid getting bent during shipping.
- Table lamps need to be wrapped with packing paper and packed into a 3-5 cube box to avoid damage in transport.
- Remove the light bulb and lampshade. Wrap the lampshade and bulb separately in packing paper/newsprint and into separate box.

Kids' Items

Recommended Box size – 3, 4 or 5 Cube Box

- Pack kids' rooms last.
- Most kids' toys are somewhat non-breakable and can go in boxes with some crumpled packing paper to fill in spaces.
- Breakable toys like models or porcelain dolls can be wrapped in bubble wrap and packed in boxes with crumpled packing paper. A Book Box (1.5 Cube box) should be used.
- Make sure you drain water from squirt guns and seal paints and other safe but messy materials in ziplock bags or containers. Pack them together in a box lined with a plastic bag.
- Mark each box/container with the kid's name to indicate what room each box needs to be placed at time of delivery.

Toys and Stuffed Animals

Recommended Box size – 3, 4 or 5 Cube Box

- If stuffed animals are medium to large size, place loosely into box, crumple paper to fill in top of box and label accordingly.
- Toys should be individually wrapped in packing paper/newsprint and packed into box.

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Lawnmowers and Lawn Tools

- Lawnmowers along with all other lawn tools and equipment must be clean and free of all grass and debris.
- Gas and oil should be drained from lawnmowers and any other gas-powered equipment.
- Tape or tie handles of rakes, shovels and other garden tools. Or bundle and wrap in skins and pack on top of top tier in truck.
- Pack smaller garden/lawn items in a box.
- Garden hoses should be drained and put in a box.