

Award Moving Services, Inc. Pre-Move Planning Kit

A collection of helpful hints to make your move go as smooth as possible



Prepared by
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Managing Moving Day

Everything comes together on moving day, when a flood of last-minute details can seem overwhelming and the trip to your new home looms in front of you. Being prepared ahead of time for the little things and having a plan for surviving your trip can get you through this crucial event.

Provide refreshments

If it's a hot day, you should set out water and snacks for the movers. On cold days, offer them hot chocolate and coffee.

Be considerate to your neighbors, old and new

Make sure the moving truck doesn't block a neighbor's driveway. Don't block the sidewalk with furniture waiting to be loaded. Make sure the movers don't walk over your neighbor's lawn or through their flowerbeds. Try to move during the daytime, but not too early or too late. Don't leave trash, unwanted furniture or other debris on the sidewalk. Place it in proper containers, and if it begins to overflow, go to the local dump.

The Golden Rule of moving

You should leave your old house as clean as you would like to find your new house. Clean as much as you can before moving day, and then make a final check after everything is out.

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A Checklist for Before and After You've Moved

- ❑ Take Notes
Make a note of your moving company's phone number and keep it with you in case you need to call your mover with questions about your move.
- ❑ Get the Bed Ready
Designate one drawer of a dresser for sheets and towels so that you won't have to rummage through boxes for these essentials the first night in your new home.
- ❑ Don't forget about the Fridge
After you've thoroughly cleaned and dried the inside of your refrigerator, put a handful of fresh coffee, baking soda or charcoal in a sock or nylon stocking and place it inside to keep the interior smelling fresh.
- ❑ Keep the Phone Book
Take your current phone book with you. You may need to make calls to residents or businesses back in your former hometown.
- ❑ Pack Heavy – Pack Light
Pack heavy items in small boxes and lighter items in larger boxes.
- ❑ Give out your Number
Before the lead-man leaves for your destination residence; give him a phone number where you can be reached. It is also a good idea to provide him with an alternate contact in case you can't be reached.
- ❑ Protect Your Memories
If it's irreplaceable; take it with you in the car (you don't want regrets later). But if you do decide to pack framed photos or art, place sheets or blankets between them for added protection.
- ❑ Know how to Pack Plates and Records
Plates and record albums should be packed on end vertically, rather than placed flat and stacked.
- ❑ Remember the Bare Necessities
Toilet paper, telephone, toiletries, snacks, coffee (and pot), soap, flashlight, screwdriver, pliers, can opener, paper plates, cups, utensils, a couple of pans, and paper towels are some of the essentials you may need upon arrival at your new home. Pack a box with these types of items and ask your lead-man to load it last so that it will be unloaded first.
- ❑ Unscrew Bulbs
Remove bulbs before packing your lamps.

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- ❑ Tag your Items
For your garage sale, tag all items and be prepared to wheel and deal. Garage sale gurus love to haggle.
- ❑ Give the Kids an Exercise
Have children write their names and new address on the cartons from their rooms so they can become familiar with their new street and town.
- ❑ Help your Pet Relax
Keep your pet calm and away from all the activity on moving day by arranging for a friend to watch him at their house.
- ❑ Be Nice to Your Plants
When moving plants to your new residence via your car, try not to let foliage rest against the windows, as the leaves will scorch.
- ❑ Take a Break from the Computer
Upon arrival at your new home, let your computer "acclimate" itself to room temperature before plugging it in.
- ❑ Enjoy the Help
Leave the rest to the professionals, sit back and relax, and look forward to the new opportunities, friends and experiences that are part of any move.

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Moving Your Utilities

A hassle-free move is largely a matter of remembering the details, and dealing with utilities well in advance of moving day can help insure anyone's peace of mind. Nobody, after all, wants to relocate across town or country only to find the phone dead and lights out.

When disconnecting services in one location and resuming them in another, there are a few simple rules to follow. While gas, electric, phone and cable companies each have their own lead-time for disconnect/connect notification; a good rule of thumb is to contact their customer service departments at least two weeks prior to the move.

On your day of departure, be sure to keep those lights burning, the heat going and the phone working until you've waved the movers goodbye and locked the front door. Arrange to have those same services up and running at your new residence at least a day before you move in. A few more points to keep in mind when vacating the premises:

Final Reading:

Have your utility companies do a final reading of the gas, electric and water meters. Make sure to get and keep a copy of your bill or report.

Forward Your New Address

Supply companies with a forwarding address where they can send final invoices. If you don't, you could be surprised down the road with unnecessary late fees and unfortunate credit circumstances.

Get Your Money Back

Collect any refunds or utility deposits. Many people forget that they may have served up a substantial chunk of change months and sometimes years back - depending on how long they've lived at their most recent address.

Bring Important Numbers and Addresses With You

Take along your local phone directories, in case you need to make contact again with your old neighborhood.

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Packing

Some people are so happy to finally arrive in their new home that they don't even mind that the dinner plates are chipped, there's a scratch on the coffee table or their favorite lampshade is bruised and battered. But there's no reason your household goods should become casualties of the move. With a little care and planning, you and your valuables will both arrive in mint condition.

Think of a stack of dishes in a box on the bed of a bouncing truck. No matter how well the sides are padded, a firm up-and-down jolt could crack the entire stack. On the other hand, dishes packed on edge and surrounded by bubble wrap have a better chance of surviving the trip unharmed. Never wrap china in printed-paper; heat may cause the ink to adhere or rub off on the china.

Packing materials

In the long run, it pays to purchase the right packing materials. Sturdy boxes, packing tape, bubble wrap, and packing peanuts can be purchased at our facility and truck-rental firms. Supplement with copious amounts of crumpled paper, blankets and pillows; even clothing can serve as a buffer between breakable objects. Then, pack with a plan.

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.
- Use dish barrels for fragile items and add plenty of cushioning.

What you'll need for the first night/day

Prepare for the first night in your new home by packing essential items in a separate bag and carrying it with you. You may even want to prepare a simple meal that you can heat and serve on your first night.

- For each person in the household: a change of clothes, a towel, prescription drugs, a toothbrush, and other personal items.
- For everyone: plastic utensils, paper plates, paper towels, plastic cups, toilet paper, toiletries, trash bags, a flashlight, first aid kit including pain relievers, pencil and paper, snacks, beverages, and re-closable plastic bags.
- Small tool kit for re-assembling items that couldn't be moved whole.

Packing with good technique and the right materials can mean an easier move and fewer chipped dishes

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Solid Tips to Insure a Smooth Move While You Pack

If you're rolling up your sleeves and doing some hands-on packing, start packing several cartons each day, a few weeks prior to your move. Be sure that the items you pack won't be needed before your move, of course. By pacing yourself, you'll be more organized and the job won't be so overwhelming.

- Pack on a room-by-room basis and do one area of the room at a time. It's best not to mix items from different rooms in one box. To prevent small items from being lost or mistakenly thrown out with the packing paper, wrap miniature knickknacks and other small items in brightly-colored tissue paper before placing them in the box.
- On the top and front of each carton, write a general description of the contents and indicate the room from which it came (or which it will go into in your new home). Use different colored dot stickers for each specific room; then, at your new house, place a sticker of a corresponding color outside the room where you want the color-coded boxes to be delivered.
- Use only unprinted newsprint paper to wrap items. Regular newspapers are messy and can soil your possessions.
- Use clean cartons designed for moving. Boxes obtained from grocery or liquor stores are not always clean, and may not withstand the weight of the items that you'll be putting in them. Also, their odd sizes tend to make loading more difficult.
- Unpack breakables over the box you're taking them out of; that way, if you happen to drop an item, it will land on some packing material, thereby reducing its chance of breakage.
- Some common household items cannot be included in your shipment because they are hazardous materials. Examples of these materials include flammables such as paint, varnish and thinners, gasoline, kerosene and oil, bottled gas, aerosol cans, nail polish and remover, ammunition and explosives, corrosives, and cleaning fluids and detergents.

You should personally transport irreplaceable photos, financial papers and assets (bank checks, insurance policies, stock certificates, etc.), legal documents (wills, passports, etc.), valuables, jewelry, coin and stamp collections, guns, etc.), and medical and family history records.

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Garage Sale

Having a garage sale prior to your move can help in two big ways:

- Depending on how well you fit the description of a pack rat, you could potentially earn a nice chunk of change.
- A methodical look at all of the things that you've collected over the years, followed by a big kiss goodbye to your favorite old T-shirts means fewer items to move.

Some additional tips:

- Hold your sale on the weekend and when the weather is mild. If you have the time, make it a two-day extravaganza and make sure to have a friend or family member on hand with you.
- Remember The Golden Rule of garage sales: "Anything goes." If you have doubts about the value of one of your items, put it out anyway. You never know when a complete stranger may want to buy your used flip-flops.
- Think about where you're moving your possessions and what items might be obsolete there. A snow-blower in Miami? And don't forget that some items might cost more to move than to replace--firewood, for example.
- Price items realistically. Put yourself in the buyer's shoes: How much would you be willing to pay for clothing that went out of style 10 years ago?
- Check your ego at the door. There's a good chance that some of your most treasured items will be purchased for a costume or Halloween party.
- Keep the set up simple and organized. Arrange your wares so that browsers have room to comfortably walk around. If possible, make an electrical outlet available to test appliances.
- Secure all cash that you receive in a safe place. Keep out only enough money to make change and put the rest in the house. Don't accept checks unless you're well acquainted with the buyer.
- Place a classified ad in local papers, featuring your best or most unusual items. It's also good to take advantage of any free advertising in your community i.e. supermarket bulletin boards, church, school or local Internet community. Put up your signs a day or two before your sale. You can also have your sale announced for free by a local radio station that hosts a swap-and-shop program.

Post-sale leftovers? Show some kindness and donate them to charitable organizations. Some will send a truck to your home to pick up the goods (be sure to get a receipt, as your donation may be tax-deductible). If you're turned down, simplify things by throwing out the item(s) in question

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