



DELMARVA MOVING & TRANSPORT

304 Wicomico Road, Stevensville, MD 21666

410-643-1117 (Local)

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866-817-5700 (Toll Free)

www.delmarvamoving.com

PACKING BY HOME-OWNER GUIDE

If you decide to do the packing yourself, in addition to saving yourself a huge portion of your moving costs, you are also automatically assuming a major portion of the responsibility for the success of the move. It is now YOUR responsibility to ensure everything is properly packed and ready for loading when the moving truck arrives. **All packing must be completed NO LATER THAN the evening before moving day...only the things you will need that night and the next morning should be left for last minute packing.**

In addition, your packing will be expected to meet specific standards. This means complying with the principles of good packing as outlined here, as well as following the suggestions relative to items that should not be included in the shipment. Be sure to:

- USE STURDY PACKING BOXES (NO PRE-USED ONCE WET GROCERY CRATES!)
- WRAP ITEMS CAREFULLY, STACK, AND FOLLOWING THE PACKING GUIDELINES OUTLINED HERE
- CLOSE AND SEAL ALL TOPS AND BOTTOMS OF BOXES WITH PACKING TAPE (NOT MASKING!)
- LIMIT BOX WEIGHT TO 50 LBS
- DO NOT COMBINE ITEMS FROM DIFFERENT ROOMS
- EMPTY ALL DRAWERS AND FILING CABINETS
- USE LARGE AMOUNT OF PAPER PADDING FOR CUSHIONING TO ABSORB SHOCK
- BOXES SHOULD NOT RATTLE, CRUSH, OR BULGE!
- OVERPACKING AND UNDERPACKING A BOX CAN RESULT IN DAMAGES TO ITEMS INSIDE

DELMARVA MOVING DOES NOT ACCEPT RESPONSIBILITY FOR DAMAGE TO ITEMS INSIDE PBO (PACKED BY OWNER) CARTONS. With a little care and planning, your personal belongings will arrive in mint condition. Most damages occur from vibration and rubbing. Surrounding items with bubble wrap and adequate paper have a better chance of surviving the trip to the new house unharmed and in one piece.

Allow plenty of time (4-6 weeks) to completely pack your home, depending on size. Place boxes in the room you are packing and label them, GOOD WILL, CHURCH, TRASH & YARD SALE. The less you pack, the less we move, resulting in the more money you save!

Pack one room at a time, labeling each box with a description of the contents and its ultimate destination in the new home. Label the room on minimum of 2 sides and top of the box. Be as specific as you can. A sample packing box that can be slid into any shipping packing slip clear envelope is included in this packet. Duplicate and customize as necessary.

~ WHAT NOT TO PACK ~

READ! DO NOT SKIP THIS SECTION! It is important that you understand which items you cannot pack to avoid drastic mistakes. Delmarva Moving is governed by many rules and regulations which prohibit moving certain items to help ensure safety.



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FLAMMABLES, CORROSIVE OR EXPLOSIVE ITEMS:

- Acid
- Gasoline Products
- Charcoal
- Lighter Fluid
- Fertilizer
- Paints
- Car Batteries
- Matches
- Nail Polish Remover
- Ammunition
- Bleach
- Sterno
- Aerosols
- Kerosene
- Pool Chemicals
- Chemistry Sets
- Fireworks
- Pesticides
- Motor Oil
- Paint Thinner
- Batteries
- Loaded Weapons
- Weed Killer
- Ammonia
- Lamp Oil
- Propane Tanks
- Cleaning Fluids

Dispose of perishables such as food and plants that may die or spoil in transit. You should empty your refrigerator and freezers of food at least 24 hours before loading. Keep the appliance doors open so the appliance will dry out and prevent the growth of mold and odor.

~YOUR VITAL RECORDS BOX~

Some items are better left moving with you in your personal vehicle. These items do not create a physical threat or potential harmful situation, however, they could create problems for you and your family if they are not immediately unpacked and accounted for.

- Address Book
- Files
- Personal Video Tapes
- Air Line Tickets
- Financial Records
- Photos and Albums
- Bonds
- Deeds
- Tax Records
- School Records
- Check Books
- Jewelry
- Coins
- Stocks
- Stamp Collections
- Medicine
- Medical Records
- Cell Chargers

~YOUR ESSENTIAL BOX~

Each family member should have one of these boxes, as should the kitchen and bathroom. What goes in it will vary from person to person and room to room. This will be the first box to be unpacked in each room.

- Laptop
- School books
- Favorite blanket/stuffed animal
- Cell Chargers
- Camera
- Coffee Pot
- Coffee
- Plastic ware
- Paper Plates & Cups
- Flashlight
- Soap
- Toilet Paper
- Shampoo & Conditioner
- Paper Towels
- Dish Detergent
- Sponge
- Pet Foods
- Trash Bags
- Bed Linens
- Change of clothes



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~HOW TO PACK~

CHINA & GLASSWARE

Use cartons specifically for china and glassware, usually referred to as DISHPACKS. Absolutely no rattling should be heard in any carton with glass, china, etc. The more padding and layers the better. Mark all china and glassware FRAGILE! Indicate top of box with arrow ups on all 4 sides.

Place cushioning material in bottom of carton. Then wrap each piece individually using several sheets of paper. Start from the corner, wrapping diagonally, continuously tucking in overlapping edges.

Make sure boxes are completely full. This will provide the box the stability it needs. Fill the box with paper if box is not completely full.

The larger china and glass plates, platters, and other flat pieces are excellent as the lowest layer in the box.

Smaller plates, saucers and shallow bowls could make up a second layer. Wrap and pack in the same way as larger items, making sure to rest them in the box upright, using sufficient cushioning.

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 bundles to protect rims and make a level base for the next tier. Always remember, the heavier pieces go on the bottom!

Cups and glassware should be wrapped in a double layer of paper and place them upside down on rims in a row on an upper layer within the box with all the handles facing in the same direction.

SILVERWARE

Loose flatware may be wrapped either individually or in sets, in clear plastic or tissue. If the silverware is in a chest, you still may want to wrap the pieces individually and replace in the chest, or fill in all empty spaces in the chest with tissue paper or paper toweling.

PICTURES, GLASS SHELVES & TOPS BOOKS

All pictures, glass shelves and glass tops should be pad wrapped and securely placed in mirror cartons. Attempting to place pictures and shelves with other items ultimately results in broken glass. Wrap the piece as you would a present and then secure the wrap with tape. Place wrapped item in mirror carton and seal securely with packing tape.

Keep all pictures on their sides. Do not lay flat any mirror cartons.

It is strongly suggested if mirror cartons are not used, then the customer transport the items themselves.

BOOKS

Because books are heavy, be sure to use small cartons. Pack on edge, alternating bound edge to open edge. Pack books of same general size together.

LAMPS

After removing the light bulb and shade, wrap the base, harp and bulb separately, in newsprint, and place together in a carton, filling spaces with crushed paper. Wash hands prior to handling lampshades



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as they stain very easily. Never wrap the lamp shade in newspaper. Carefully wrap each shade in three or four sheets of fresh tissue paper, a pillow case or large lightweight towel.

CLOTHING

Footwear may be left in shoe boxes and placed into large cartons. Or, wrap each shoe individually, then in pairs. Footwear should be cushioned to avoid damage occurring to high heels or ornaments. Do not pack heavy items on top of shoes.

Clothing may be left on hangers and transported in Wardrobe cartons, which can be purchased from Delmarva. If wardrobes are not used, each garment should be removed from the hanger, folded and placed in a suitcase or a carton lined with clean paper. Some lightweight clothing such as hose, lingerie and sweaters may be left in dresser drawers.

LINEN AND BEDDING

Because they are lightweight, these items can be folded and packed in larger cartons. Place in cartons, lined with clean paper, and label appropriately.

DRAPERIES, CURTAINS AND RUGS

Draperies and curtains may also be folded and packed in larger cartons, lined with clean paper. Leave rugs on the floor for the moving company to handle. Carpets will be rolled and secured, prior to placing them on the moving van.

SMALL APPLIANCES

Small clocks, radios and similar items can be packing in the same carton, or in with the linens. These items should be wrapped individually, using several pieces of paper, and should be placed in the packed carton with plenty of crushed paper.

FOOD

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, gelatin, flavorings, etc. should be placed together in a small box before packing into a larger container. Cover holes of shaker type containers and seal with tape.

Since canned goods are heavy, the amount placed in one carton should be limited. It is good practice to pack canned goods like boxes in small 1.5 boxes.

Take only those items you are sure will travel well. Do not take anything perishable. In the winter months, do not take anything subject to freezing, i.e. spaghetti sauce in glass jars.

FURNITURE

Have Ziplocs, tools, and magic markers on hand. Disassemble all pressboard and Ikea-type furniture. These particular types of furniture do not disassemble or re-assemble well, and Delmarva Moving does not accept any responsibility for any issues.

Remove any parts of the furniture that can be removed. In particular, table legs, glass tops, shelves, and bed frames. Do one piece at a time and save the nuts, bolts and washers in the Ziploc. Mark on



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the outside of the bag what piece it goes to and tape it to the underside of the furniture or place in drawer of accompanying set. Do not tape to finished wood surfaces.

Remove cushions and pillows and place in large or extra large packing boxes, or in bottoms of wardrobes.

~HOW TO UNPACK WITHOUT LOSING YOUR MIND~

Have room layouts taped to entrance ways prior to movers arriving for furniture placement. The movers will set up your beds, however finding the linens will be your job! That's easy if you have it in your Essentials Box. If boxes are labeled they will be placed in the appropriate room.

Most homeowners would rather enjoy their new neighborhoods and new surroundings rather than unpacking. Try not to feel overwhelmed. Do not expect to be finished all in one day.

Start immediately with your Essentials Boxes. From there, move to the rooms you use first, more specifically the kitchen. Follow with bathrooms and bedrooms (children first!)

As with packing day, have boxes set up for "Discard", "Good Will", etc., for those items you find you no longer need or have room for in your new home. Keep a notepad with you from room to room and make notes of what items are needed, what needs to be pointed out to the builder, and what needs to be replaced.

Unpack one room at a time. Remove all boxes as you empty them. Less clutter is better!

~MOVING SUPPLIES~

It is essential to use the right type of packing materials when packing your household goods to help prevent damage. The boxes you use to pack your household goods are important in more way than one. Make sure the cartons you use are suitable for transporting your goods in order to minimize damage. Also ensure that you are not packing boxes too heavy as they can break open, or too light as they can crush as they are stacked in the moving van. Use only durable cartons constructed for the packaging of items. Some general-purpose cartons available at any moving company or box supply outlet are:

1.5 cubic foot cartons (the book or small carton)

This is the smallest of the general-purpose containers. As a rule of thumb, the smallest and heaviest items are generally packed in the 1.5 container. Such items would include:

- Books, records, VCR tapes, CD's, DVD's
- Heavy Tools
- Canned goods

2.3 cubic foot carton (banker file)

- Files and folders



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3.0 cubic foot carton (medium carton)

This is the workhorse container. Smaller and heavier items are usually packed in these containers. Some examples are:

- Small kitchen appliances
- Lamp shades
- Small outdoor tools
- Pots and pans
- Electronic gadgets
- Toys and games
- Folded clothes

4.5 cubic foot carton (large carton)

As the size of the container increases, the weight of the individual items going into the container should decrease. This carton is another of the workhorse cartons. This carton should be considered for the following:

- Lamp shades
- Linens
- Children's toys
- Comforters and pillows
- Non-breakable kitchen goods (Tupperware, baking sheets, etc.)

6.0 or 6.5 cubic foot carton (extra-large carton)

This is the largest of the general purpose cartons. This carton should only be considered for the lightest and bulkiest items such as:

- Stuffed toys
- Blankets, pillows
- Area rugs
- Winter coats
- Dry Flowers & Wreaths
- Large Lamp Shades

Dish-pack (Barrel or Dish Barrel)

This is the safest of all the cartons because of its extra-strength, multi-layer construction.

- Glasses and dishes
- China and crystal
- Lamp bases
- Small antiques
- Vases



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Mirror Carton

As with mattress cartons, mirror cartons come in a number of sizes. Many mirror cartons pieces can be fitted together to offer a great deal of flexibility for such items as:

- Pictures and paintings
- Mirrors
- Small glass table tops.

Mattress Carton

Just as mattresses and box springs come in different sizes, so do the cartons for shipping them in. Standard sizes are crib, twin, double, queen and king. Other than the beds in a residence, be aware, that some waterbeds, futons and sleep sofas may also require cartons for shipping. For king-size beds, double check that the box springs are either king-size or two singles.

Wardrobe Cartons

These are the largest of the standard cartons and will either be standup or lay-down (usually used for international). The cartons are constructed in such a manner that hanging clothes will remain hanging during the move. You may want to consider the wardrobe for shipping drapes and curtains (neatly folded and on hangers) to help reduce wrinkling during shipment.

Other

There are specialized cartons for very specific needs, such as pole lamp cartons, bicycle cartons, grandfather clock boxes and crates. The ultimate specialty carton is a crate, which is for extremely fragile pieces, such as marble and glass. These cartons are built to order and need to be ordered prior to your move.



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~ OTHER MATERIALS ~

Tape: The most common tape used for carton sealing is a plastic tape called "PVC".

"Newsprint" paper: NEVER USE NEWSPAPERS as wrapping material. Newspaper ink has a tendency to rub off on items it touches and it very difficult to remove it from items such as fine china. Use "newsprint" paper as cushioning material only, for example, when it rubs against your items. This is especially useful when unpacking as you will not have to unwrap newspaper, only the newsprint paper.

Tissue paper: This can be used to pack up delicate or easily broken items by layering over and over again.

Bubble wrap: This is another material used as cushioning material.

Styrofoam peanuts: Packing material used to protect fragile items. This material is lightweight, clean, lint-free and dustless and safe.

Ziploc bags: These can be used for an assortment of things including small bits and pieces you may have lying about in containers and drawers.

Magic Markers: You will need markers to label the boxes with the contents.