



GUIDE TO PACKING

Step One: Get Organised

- Use the move as an opportunity to have a good clear out. Go through every room and make piles of items to keep, items to sell, and items to give to charity.
- Go through old papers and shred or put for recycling anything that is junk mail or outdated.
- Work out how many boxes you are going to need, and get together a Packing Kit. Include strong boxes, tape, old newspapers, bubble wrap, labels and marker pens. (Allerton U-Load can provide all of this request).
- Take digital photos showing the condition of all valuable or big items. Be careful to show any existing damage or scratches. This will help in case there is damage during the move for insurance purposes.
- Disassemble any large items of furniture and put all screws and fittings in sealable labelled bags.
- Label up all boxes on all four sides – and create a colour coded label scheme for each room.
- Clearly mark each box with a 'This Side Up' arrow on all four sides.
- Label all wired, plugs and cords on any electrical equipment that is going to be disconnected. This will ensure correct reconnection at your destination.
- Make some bright red 'Fragile' boxes which will contain any breakables.
- Set aside a cleaning kit, that will be needed to clean the old house once it has been emptied.
- Get rid of all perishables from the fridge and defrost the freezer.

Step Two: Get Packing

- Pack an essential box of items for your first night in your new home – ie kettle, pans, cleaning suppliers. Also pack an overnight bag of clothes and toiletries for each member of the house.
- Pack one room at a time – start at the top of the house in the loft and work down. Ensure you use the correct colour coded boxes for each room, that all boxes are fully labelled and that they are all kept together.
- Clean items as you pack.
- Pack important documents together ie birth certificates, marriage certificate, passports. Note which box these have been put in.
- Put all hazardous items ie bleach, paint, aerosols in one box and keep away from other items.
- Pack heavy items in smaller boxes, and always put heavy items at the bottom of the box.
- Wrap all items individually in layers of newspaper and bubble wrap if required.
- Wrap all fragile items in bubble wrap and place in the red 'Fragile' marked boxes.
- Fill boxes with packing material and ensure that once packed, no items can slide or move around in the box.
- Place a layer of packing material on the top of the box to ensure when it is sliced open at the other end, nothing gets damaged.
- Mark clearly all mirrors and glassware.
- Use sealable bags for all liquids and potions.
- Keep clothes and bedding clean by placing inside bin liners before putting inside boxes. Make sure the bin liners are labelled so they do not get mistaken for rubbish.
- Towels and bedding can be used as extra packing material. Just don't forget you have put fragile items between them.
- Before leaving the old house, open every door, cabinet and drawer and check inside.

Step Three: Get Unpacking

- Put up colour coded labels on the doors of each room, which correspond to the colour coding on the box. Make sure all boxes get put in the right area.
- Once a box is unpacked, remove it, to free up space.