

## **TIPS FOR THE PACKING OF CERTAIN ITEMS**

Before beginning the packing of your personal effects, the best piece of advice we can give you is “If it fits into a box, put it in a box”. If you have items that are too big, too tall, too long, too wide, etc. to fit into our packing cases, don’t worry, we will pack/wrap them for you.

If you are doing the packing yourself, we politely ask that 95% of your belongings are packed into boxes **before** our removal team arrive. The remaining 5% should consist of essentials only.

If you are struggling or falling behind with the packing, please inform us in good time. We can provide you with a quotation to complete any remaining packing for you if required – but please do not leave this till the last minute to tell us – we may not have the availability/resources at available at short notice!

If in any doubt on how to pack items, please do not hesitate to contact us and tell us – we will advise!

## **BOOKS**

- Books should always be packed laid flat. Packing them stood upright or on their sides can damage the corners or spines (especially on hardbacks).
- All books should be packed into the smaller sized boxes only. These are marked up as “PACK VI” on the sides of the box (so please check this before you begin packing). These smaller boxes are designed to be filled to their maximum capacity so don’t worry about the boxes being too heavy. A professional mover will be able to carry a “PACK VI” box filled to the brim with books.
- These boxes will be heavy, but we are used to carrying them so please do not worry!

## **CD’s, DVD’s, BLU-RAYS, PAPERWORK, ETC.**

- These items, similar in weight to books when grouped together, should be packed in the “PACK VI” sized boxes.
- CD’s, DVD’s and Blu-Rays are better packed stood upright to protect the cases from getting crushed or damaged.
- Paperwork should be packed flat. We strongly recommend that important documentation is always kept with you. Please make sure that any papers or files relating to your current or new home are not packed in error.

## CLOTHING AND LINEN

- Clothing and linen can be left inside chests of drawers. Our team will carefully take the drawers out of the main frame of the chest (where possible) if the item is too heavy or fragile to be moved as is.
- Loose clothing on shelves, in the bottom of wardrobes, stored in built-in furniture, etc. should be folded and packed laid flat into our large packing cases (marked up as "PACK II) on the sides of the box.)
- On moving day, we will bring our specially designed hanging garment carriers to pack all clothing on hangers for you – so no need to pack hanging clothes ! We will do that!

## CHINA/GLASSWARE

- When packing china, all plates, bowls, saucers, etc. should be packed **vertically/on their sides** and **not laid flat**. It often surprises our clients when we say this, but items of this nature are much stronger when packed on their edges. Plates and bowls laid flat (especially those in the bottom of a box), will almost certainly get damaged in transit.
- Once you have assembled the box (china should generally be packed in the boxes marked as "PACK II" on the sides of the box) layer the base of the box with our scrunched up/wastepaper. This will form a soft, padded bed for the china to be placed upon.
- You can pack 3-4 plates/bowls using 1-2 sheets of paper.
- Begin by placing a plate/bowl in the centre of the packing paper, then pull the sheet of paper (from bottom to top) over the plate/bowl into the opposite corner (forming a triangular shape),
- Place another plate/bowl on top of the first then fold the sheet of paper over from left to right covering the second plate/bowl
- Place the third plate/bowl on top of the previous one and then bring the paper over from right to left. If there's enough paper remaining, you can place a fourth plate/bowl on top.
- Once the plates/bowls are covered completely, fold another sheet of paper over the stack of plates/bowls, keeping that sheet of paper tightly tucked underneath the sides of the bottom plate/bowl, fold the paper from left to right, then right to left, before rolling the remaining paper into a secure, folded package.



- Then place the wrapped package into the box, always keeping the plates/bowls on their sides. Repeat the process until the bottom of the box is fully packed, then layer up another padded bed of scrunched up/ wastepaper.
- The second layer within the box should be made up of smaller, lighter, more delicate items of china (mugs, teacups, egg cups, etc.) and/or glassware.
- **TOP TIP – ALWAYS PAD OUT THE BOTTOM OF THE BOX WITH SCRUNCHED UP PAPER AND PACK THE HEAVIEST ITEMS AT THE BOTTOM WORKING YOUR WAY UP THE BOX WITH LIGHTER ITEMS**

### LAMPS

- Before packing lamps, all bulbs and shades need to be removed and wrapped/packed separately (albeit within the same box where possible)
- Lampshades that are too large for a box – please leave detached from the lamp and our team will look after these

### PICTURES, MIRRORS, ETC.

- If you are doing all the packing yourself, all small pictures/mirrors that fit into our large packing cases should be packed into boxes.
- Each item should be individually wrapped in paper and then stood upright in the box.
- These should also be packed in a “face-to-face, back-to-back” fashion. This means that any hooks or attachments on the backs of the pictures won’t rub against/or leave any imprints on the frame of the previous one.
- Our team will professionally pack all large pictures, paintings, mirrors, etc. that are too big to fit into our large packing cases.
- **TOP TIP – MAKE SURE THAT THE PICTURES ARE NOT TALLER THAN THE BOX – THE BOX MUST BE SEALED FLUSH WITH NOTHING STICKING OUT THE TOP!**

### TELEVISIONS

- All wall-mounted televisions and their brackets (if applicable) should be removed from the wall **before** moving day.
- If you have the original box for your TV, please use it.
- If you don’t have the original box, don’t worry. Our team will professionally wrap your TV using our specialist packaging materials.
- Please ensure that all TV’s/Hi Fis are fully disconnected and cable free





## **SMALLER ELECTRICALS**

- Please keep all power leads, HDMI cables, adaptors, remotes, etc. with the relevant item when packing.
- Mark up these boxes so that our team know to load the box with other similar items and you know which box they are in once you move into your new home
- Any item that is small enough to pack into a box – MUST be packed in a box for safety

## **CURTAINS**

- Please remove all curtains from the property that you wish to take
- They need to be carefully folded and either packed into the boxes provided or the linen bags that are provided

## **FURNITURE PREPARATION**

- All items on top of furniture must be removed and packed
- Any item of furniture that has doors must have the contents removed and be empty
- If there are drawers with contents in – providing the drawer is easily/fully removable, you can leave the contents in and if the items within the drawers are not fragile
- Generally Wilkins will dismantle and re assemble all furniture that is required unless we have provided a separate quote or excluded this – please do check the quotation provided
- Our team will wrap/protect the actual item of furniture – so no need for you to wrap these items unless you want to
- Take a note of any pre-existing damage to your furniture – sometimes there can be scratches/dents that are preexisting that you may have never seen before. So please do take a good look at all furniture prior to moving to ensure you are aware
- If there is a key to the item of furniture, either remove the key and keep it in a safe place (on your car key ring) or leave it in the item of furniture and our team will look after the key – normally we will attach it to the rear of the item of furniture to keep it safe.
- Please avoid taking the key out and leaving it in a drawer that has a lock – reason being is sometimes the locks can lock themselves during movement



## OUTSIDE ITEMS

- Ideally ensure that any build of water inside plant pots, bins, tubs or furniture is tipped away prior to our team moving these items – it will help keep our team clean/dry
- Cut back any excess growth on plants that are in pots being moved
- Have a good walk around the garden areas of your current property and remove any ornaments/garden furniture that may be hidden in the undergrowth – this will avoid anything being left behind – Ideally you would want to group all the outside effects together in 1 designated area to ensure our team know what is to be moved – quote often clients choose not to take everything from gardens and it is the clients responsibility to ensure all items are moved
- Dispose of any unwanted paint and arrange the transportation of any paint that is to be moved – please note that we cannot transport any paint, flammable, corrosive or explosive liquids including BBQ gas cannisters / petrol cans
- Lawnmowers – please ensure they are clean/tidy – we don't want old grass cuttings getting into our trucks!
- Garden tools – these must be packaged together in bundles with either tape or string – you can also place them in a dustbin/wheelie bin to contain them – extra care with saws please 😊
- Remove from the walls/posts etc. any fixtures or fittings such as hosepipes or lanterns etc. – Please remember that we will not detach any fixtures/fittings on your property

## LOFTS/ATTICS

- Please check your quote to see if we are emptying this area
- When packing the loft contents, all items must be ready and clearly labelled as from the loft
- This area always takes longer to pack than anticipated – so please make sure this area is packed prior to the actual move date – especially as there can be items in the loft that are surplus to requirements

## Garages/Outbuildings

- All items that can fit inside boxes, must be packed in boxes
- If you have lots of loose heavy tools – perhaps think about buying some small plastic crates to pack them away into
- **Please do not pack any oil, flammables, paint or explosives into the boxes as these items are not allowed to be transported by us and would void the insurance cover if there was to be an incident**
- Take off from the walls any fittings/fixtures such as pull up bars/bike racks that you want to take to your new property – please remember we will not detach any fittings/fixtures from your property
- Any loose wood should be bundled together with tape/string

## Finally.....

- Ensure you have packed a “going away” bag for each member of the family, that contains all your essential items such as phone charger, toiletries, medicines, spare clothes etc. Reason being is that when you move into your new home you will not be able to find essentials immediately – pretend you are staying at a hotel for a few nights when packing this bag – so you have everything you need to hand!

We are always here to help so if you have any queries please feel free to contact us on 01491 572037 or [moving@wilkinsremovals.co.uk](mailto:moving@wilkinsremovals.co.uk)