



# Handy Hints When Moving (including how to pack)

## Sort out before you move

- Try to throw out as much as you can at your old home. This means you have less to pack and don't need to start at your new home by sorting through everything. There is also less to move, which makes it faster and cheaper.

## Pack Carefully

- Always pack lighter items in large boxes and heavier items in small boxes. Do not overload cartons.

## Label Wisely

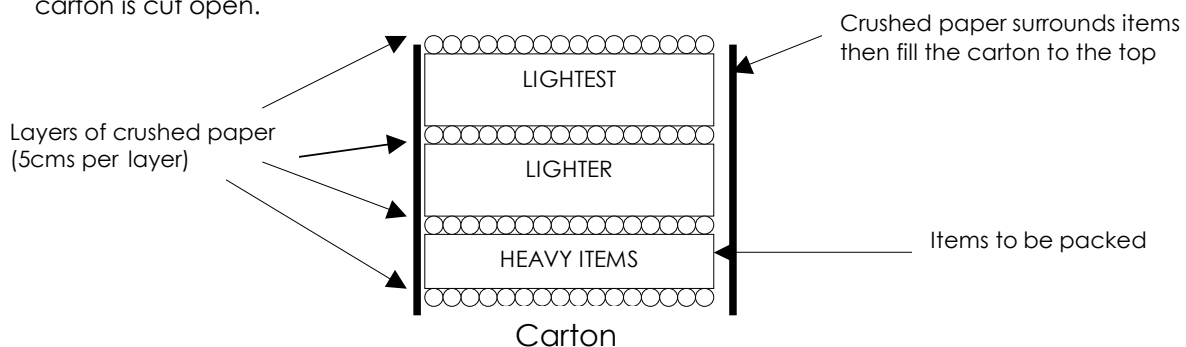
- Mark the outside of your cartons carefully. Include NAME, ROOM (e.g. kitchen, bathroom), CONTENTS (e.g. glassware, cooking books) and FRAGILE if appropriate.
- At your new home, well-labeled boxes can be easily placed in their correct rooms, and you can find specific possessions quickly. Remember to write on the tape and not the cartons if possible, so you can re-use the cartons again at a later date.

## Preparing your cartons and materials

- Ensure your cartons are securely taped along and across the bottom.
- Always use good quality, clean white wrapping paper.
- Avoid using newspaper as it will likely leave newsprint on your items and create a cleaning problem.

After goods are wrapped they need to be placed in cartons protected by 'crushed' paper. To create 'crushed' paper, take one sheet of white 'butchers' paper at a time and 'scrunch' into a ball. This gives a better cushioning effect than layers of paper simply folded.

- Bottom - Line bottom of carton with crushed white paper or other approved cushioning material pressed down firmly and evenly to a depth of 5 centimetres. Cover the bottom of the carton completely.
- Layers - Place a layer of cushioning material to a depth of 5 centimetres between each tier of articles packed in carton
- Gaps - Fill empty spaces on the sides of the carton and any gaps or voids with cushioning material
- Top - Fill empty space between top tier and lid of carton with cushioning material to a minimum depth of 5 centimetres. Never use pillows or soft items as they will be cut or damaged if the carton is cut open.



## Plates

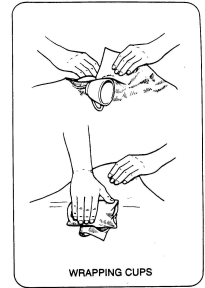
- Dinner plates, side plates, soup bowls, sweet dishes and saucers are wrapped in bundles of no more than six individually wrapped items.
- Prepare the bundles and pack on their edge in the carton. If the carton is ever dropped and the plates are stacked on top of each other, they may break. However, when plates are stacked on their edge, they are better braced to withstand bumps and knocks to the carton.



Carton cutaway view  
- plates on edge  
- glasses edge

## Cups

- Cups are wrapped individually in two full sheets of white paper. Care must be taken to protect the handles.
- Do not 'marry' one cup into another.
- Place cups in carton with their drinking edge down.



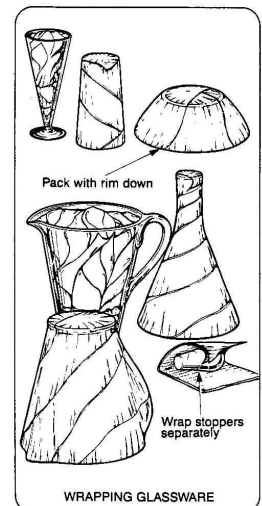
## Glassware

Pay particular attention to placing the heaviest items on the bottom tier and the lightest on the top tier and padding between tiers.

- Each piece of glassware must be wrapped individually with two sheets of white paper
- Pack glasses into the carton on edge, with the drinking edge down
- **NEVER** stack glasses inside each other
- **NEVER** pack glasses 'head to toe'
- **NEVER** allow glass edges to touch against each other

The weakest part of a long-stem glass is the stem itself.

- Long stems must be reinforced with wads of paper so the glass is the same width from the drinking edge to the base of the stem
- Once reinforced, cushion the glass in paper and wrap in two sheets of white paper



NOTE: It is not necessary to pad glasses or cups with paper on the inside

## Create a separate VALUABLES carton



- This should contain all those 'easy to misplace' and 'hard to find' items such as TV and stereo remote controls, bed legs, shelf supports, keys to furniture cabinets and manufacturers' instructions for reassembly of items.

## Remember your SURVIVAL kit



- Those first hours in your new home will be a lot less stressful if you've packed a survival kit. It should contain: kettle, tea and coffee, cups and cutlery, favorite toys and pyjamas for the kids, baby food and supplies, a change of clothing, a telephone handset, mobile phone charger and spare battery, an alarm clock, bathroom necessities, medicines or prescriptions, pet needs and other essentials to help you hit the ground running and organised.

*Disclaimer* This information is provided on a voluntary, 'best-effort' basis. We make no warranty as to its specific applicability to any packing or removals activity undertaken.