



# Helpful Moving Tips!

Hampton Roads Moving & Storage can provide you with expert packing service. However, if you would rather pack yourself, here are some tips that we've organized into eight essential parts.

## 1.) Your Game Plan

A little planning makes moving a lot easier. Here is the beginning of a plan. Add specifics that suit your needs and circumstances.

- **Plan to pack one room at a time.** Set aside a storage area where you can stack cartons and keep the contents of each room together. By keeping rooms separate, your unpacking will be more organized — and easier.
- **Pace your packing.** Plan to pack a couple of cartons a day, starting well ahead of the move.
- **Gather packing materials.** See below for recommendations.
- **Keep a log.** Make a carton identification log. List each carton for each room. Number the cartons as you pack them, so that you will have a running total of the cartons packed. Identify the contents of each carton in a few words; those few words will help a lot when you find yourself asking "Where did I pack the . . ." As appropriate, add comments about carton conditions or the location of high-value goods. We've created a reproducible log for you. **You can download it here.**
- **Mark every box.** Designate the room and carton number. If the carton contains delicate, breakable items, mark it FRAGILE.

## 2.) Packing Materials

Here is a list of packing supplies that will come in handy:

- **Cartons.** Use only strong corrugated cartons with lids or covers. We can supply you with specially made cartons for everything from mattresses to clothing and mirrors. These cartons offer added protection that may prevent damage that results from the use of poor-quality packing materials. Keep this in mind when getting boxes from food stores.
- **Plastic Bags.** Plastic bags for small parts and labels for easy identification.
- **Filling Material.** Foam peanuts, Styrofoam pellets, or "popcorn."
- **Wrapping Paper.** Tissue or craft paper for delicate packing jobs. Corrugated paper rolls for figurines and fragile items.
- **Tape or Twine.** Gummed tape (1 1/2 to 2 inches wide) and/or strong twine for sealing cartons. Packing tape or gummed tape is better than masking tape.
- **Markers and Labels.** Markers and labels for identifying contents of cartons.
- **Logbook.** Notebook and pencil for carton identification log.

### 3.) Packing Pointers

**Golden Rule!** Everything that can fit in a box must be in a box; all boxes must have tops that are sealed and firm when you push down on the top.

- **High-Value Items.** Notify your mover of any high-value items. [You can download our high-value declaration form here.](#)
- **Carton Bottoms.** Be sure that the bottoms of all cartons are secured and will hold the weight of the contents.
- **Heavy Items.** Pack heavier items toward the bottom of the box and lighter items toward the top. Try to keep the weight of each box to 50 pounds or less; it makes moving a lot easier. A general rule to remember on carton size: the heavier the item, the smaller the carton.
- **Avoid Gaps.** No matter what you're packing, assure a snug fit by using crumpled packing paper between layers and wherever there's a gap.

### 4.) Packing Dishware

Use this process on all saucers, bread-and-butter dishes, and other dishware.

1. Select a medium-sized carton (or mover-provided dishpack) and line the bottom of the carton with crumpled packing paper.
2. Stack fresh packing paper neatly in place on a work table.
3. Center one plate on the paper.
4. Grasp two sheets of packing paper by a corner. Pull the sheets over the plate by the corner until the sheets completely cover the plate.
5. Stack a second plate on the covered plate.
6. Moving clockwise, grasp a second corner and pull sheets over the second plate.
7. Stack a third plate.
8. Fold two sheets of the third corner over the plate, and then two sheets of the fourth corner.
9. Turn your wrapped stack of plates upside down onto your packing paper.
10. Re-wrap the entire bundle: start with one corner of packing paper and pull two sheets over the bundle, cover bundle with next corner, then the third corner; and finally, the fourth.
11. Seal the bundle with packing tape.
12. Place the bundle of dish-ware in a medium-size box so that the plates are standing on edge.

When packing smaller dishes, you may choose to stack in greater quantity.

### 5.) Packing Glasses and Stemware

Delicate glassware and stemware should be placed in an upright position, not on its side.

1. Stuff glasses and stemware with crumpled tissue or packing paper before wrapping.
2. Lay a glass on the corner of a sheet of packing paper and roll it one or two full rotations (depending on size).
3. Pull the sides of the packing paper up and over the glass and continue rolling to the far corner.
4. If you wish, insert each glass in a corrugated paper roll or use a cellular carton for added protection.

5. Place glasses and stemware toward the top of your carton. Place heavier items (such as dishware or pitchers) toward the bottom of the box.

All boxes with delicate, breakable items, such as glasses and stemware, should be marked FRAGILE.

## 6.) Cars and Motorcycles

Cars and motorcycles shipped on the moving van should be drained nearly empty of fuel. Motorcycle batteries should be disconnected. Automobile antifreeze should be ample to protect against severe cold in winter.

## 7.) Barbecue Grills and Propane Tanks

Wrap grates and briquettes separately in newspaper (or place all briquettes into a grocery bag) and place parts in a carton. Pad the carton with paper to reduce movement of the contents. Propane tanks cannot be put onto the moving van.

## 8.) For Your Protection

The following information is very important. Please read it carefully.

- **Items Left Behind.** The mover cannot be held responsible for items left at the residence after loading. It is your responsibility to make sure that nothing is left behind. Please make sure that you check your closets, cabinets, drawers, attic, basement, garage, and outside areas before the driver leaves origin.
- **Valuables.** Do not ship bank bills, coins or currency, securities, deeds, notes, drafts, valuable papers of any kind, jewelry, postage or revenue stamps, stamp collections, precious stones, or precious metals. These items are not covered by any insurance option.
- **Items in Drawers.** The only items to be left in any drawers or furniture are clothing. Do not leave any loose items — such as pens, pencils, books, jewelry, or cosmetics — in drawers.
- **Damage.** It is the responsibility of the shipper at the time of loading and delivery to acknowledge in writing on the Bill of Lading or the “Household Goods Inventory” any property damage to residence at origin or destination. Otherwise, neither Hampton Roads Moving & Storage nor Paul Arpin Van Lines, Inc. will be responsible for any damages.