



# PACKING CHECKLIST

## TIPS TO MAKE YOUR MOVE A LITTLE EASIER

### Packing Tips

- Gather boxes in all sizes from friends, neighbors, and stores
- Collect cushioning material such as bubble wrap, Styrofoam pellets, furniture pads, old blankets, plastic bags, tissue paper, newspapers, and small towels to use as padding inside boxes.
- Create a “portable packing kit” with marking pens, a tape measure, packing tape, twine, and scissors. Carry it with you as you pack up items around your home.
- Reinforce the bottom of boxes with extra tape for added strength.
- Label each box with the name of the room in your home where it should be placed.
- Number the boxes and keep a list of which boxes goes in which room in your new home.
- Label boxes containing fragile items with large red lettering.
- Place china in plastic bags and stack plates upright on their sides, not flat.
- Pack your TV, stereo, and computer in their original boxes whenever possible.
- Keep boxes to 50 pounds or less.
- Pack heavy items into their own smaller boxes and place lighter items together into larger boxes. (Don’t pack all your books into one box!)
- Don’t move flammable, combustible, corrosive, or explosive items such as paint, gasoline, and ammunition.
- Pack a bag of personal items you’ll need during the move (change of clothes, toiletries, medicine, maps, food, and drinks). Keep it in an easy-to-find place when you pack.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



# PACKING CHECKLIST

## PACKING LIST BY ROOM

### Kitchen

- Cupboards
- Closets
- Drawers
- Box numbers for kitchen: \_\_\_\_\_

### Dining Room

- China cabinet or hutch
- Light fixture and lamps
- Furniture: table and chairs
- Box numbers for dining room: \_\_\_\_\_

### Living Room

- Bookcases and contents
- Entertainment center and contents: stereo, TV, CDs, videotapes, and so on
- Knickknacks and artwork
- Lamps
- Furniture: couch, chairs, and tables
- Box numbers for living room: \_\_\_\_\_

### Family Room

- Bookcases and contents
- Entertainment center and contents: stereo, TV, CDs, videotapes, and so on
- Knickknacks and artwork
- Lamps
- Furniture: couch, chairs, and tables
- Box numbers for family room: \_\_\_\_\_



# PACKING CHECKLIST

## PACKING LIST BY ROOM

### Master Bedroom

- Closets
- Dressers and contents
- Furniture: bed, dressers, night stands, and desk
- Box numbers for master bedroom: \_\_\_\_\_

### Bedroom #1

- Closets
- Dressers and contents
- Furniture: bed, dressers, night stands, and desk
- Box numbers for bedroom #1: \_\_\_\_\_

### Bedroom #2

- Closets
- Dressers and contents
- Furniture: bed, dressers, night stands, and desk
- Box numbers for bedroom #2: \_\_\_\_\_

### Bedroom #3

- Closets
- Dressers and contents
- Furniture: bed, dressers, night stands, and desk
- Box numbers for bedroom #3: \_\_\_\_\_



# PACKING CHECKLIST

## PACKING LIST BY ROOM

### Study/Office

- Computer equipment: CPU, monitor, and printer
- Desk and contents
- File cabinets and content
- Box numbers for study/office: \_\_\_\_\_

### Bathroom

- Cupboards and contents
- Linens and towels
- Knickknacks and wall hangings
- Box numbers for bathroom: \_\_\_\_\_

### Attic

- Trunks
- Boxes
- Box numbers for attic: \_\_\_\_\_

### Garage

- Yard equipment and garden tools
- Home maintenance equipment and tools
- Box numbers for garage: \_\_\_\_\_

### Basement

- Cupboards and shelves
- Box numbers for garage: \_\_\_\_\_



## HELPFUL PHONE NUMBERS

Make arrangements for canceling home utilities such as the following. Advise them of your desired date for final reading and give them your new address for final billing. Request deposit return if appropriate, and arrange for immediate service at your new address.

**ELECTRIC COMPANY**

**WATER/SEWER**

**GAS**

**LOCAL PHONE SERVICE**

**LONG DISTANCE SERVICE**

**CABLE T.V.**



# NEW HOME CHECKLIST

## Heating System

- Check filters every month.
- Have annual system maintenance service done one month before the heating season.

## Electrical System

- To prevent power outages, limit the number of appliances plugged into one circuit.

## Air Conditioning

- Check filters every month.
- Have annual system maintenance service done one month before the air-conditioning season begins.
- Keep the condensing unit free of debris.

## Microwave

- Do not use pans or dishes that are metal or have metallic trim.
- Only use mild soap and/or baking soda to clean the interior. Abrasive cleaners or scouring pads can damage the lining.

## Refrigerator

- Clean the interior shelves, shell and gaskets every three months.
- Once a year, clean the coils on the back or underneath.

## Range/Oven

- To avoid damaging the burners, do not use extra-large/heavy cooking pots and pans.
- If you have a self-cleaning oven, do not use any other method to clean it.

## Dishwasher

- Mineral deposits on the heating elements can be cleaned with vinegar.
- Be sure dishes don't block or damage the spray arm.

## Garbage disposal

- To clean the disposal, push a full tray of ice cubes through it while running cold water.
- Always remember to run water during use and for at least 2 minutes after you finish. This prevents stoppages.

## Washer/Dryer

- Clean the lint screen after each load of clothes has been dried and the unit is empty.

## Trash Compactor

- Replace the deodorant supply regularly to prevent odors.