



How to Pack Like a Professional

Helping the environment

At Greens we try very hard to reduce waste. We attempt to recycle boxes whenever possible keeping costs down for you and protecting the environment.

You can help by:

- Writing on packaging tape rather than directly on the boxes. Use a short piece of tape stuck on the side of the box.
- Use a knife to open cartons and then flatten them ready for collection
- Putting used paper in your recycling bin – we cannot collect this as we use smaller vehicles on collections
- Phone to let us know when boxes are ready for collection.
- Keeping boxes clean and dry
- Requesting us to post heavy duty bags so that boxes can be left outside if in our collection area
- If outside our collection area, please recycle at local council facility.

How to Get Packing:

- Packing yourself can be more work than you anticipated. Allow enough time to do this without putting yourself under pressure.
- If possible, start packing early. Remember, if you were to pack only a couple of boxes a day, in thirty days you would have packed sixty boxes. You could start in areas where the goods are not in frequent use, such as cellar, attic, garage, closet shelves etc
- Don't get overwhelmed. Try to concentrate on one room at a time.
- Your move will be easier and smoother if you do a good job of pre-planning.
- Any items that you don't need for your daily living routine should be packed first.
- Movers will not transport living things such as pets. They will move plants but will not be liable for any damage caused. If you do not wish to leave plants, don't forget to prepare them for the move. They will need a "box of their own"
- Make the loading process easier and more organized by designating a room in your home/apartment, (preferably the one closest to the front door), in which to place all of your boxes. Keep related boxes together since they'll end up in the same room. This will help cut down on the carrying time and make the move much more efficient.
- To protect themselves, movers will not disconnect your major appliances. Before the movers arrive to pack and load, unplug and prep your refrigerator, dishwasher, stove, washer and dryer. Also prep your computer and back-up your important files.
- Movers will not transport or allow you to pack hazardous materials. These items include: paint, thinners, solvents, oils, varnishes, firearms and ammunition, bottled gas, propane, lamp oil, anything flammable, explosive or corrosive, motor fuels and oils.
- A very important reminder is to carefully dispose of the petrol and oil from your lawnmower and other machinery. Remember not to pack rags that are soiled with fuel.
- Make a master list of what is in each box.



Packing tips:

- Assemble boxes. Invert box, fold in flaps. Place a long, wide piece of packing tape across center seam, and one piece along each side seam making an 'H' shape.
- Periodically lift carton to check weight — box should not be too heavy for one person to lift (approx. 30 kilos or 60 pounds) no more than a holiday suitcase. Remember our staff are used to lifting!
- Make a top and/or bottom cushion. Leave 1/2 inch of space at the top of the carton. Fill this space with crumpled paper or soft material like a pillow or cushion. When closed, the carton should neither bulge nor sag.
- Fragile items should be packed loosely with plenty of wrapping. The boxes must be clearly labelled "FRAGILE", and finally you will want to stack them towards the top of your piles. Write "fragile" only if items within are truly fragile. (Otherwise, good loading decisions will be impossible.)
- Take apart large items (e.g. tables) as much as possible.
- Defrost freezers so they are clear of ice on the day of the move.
- Use crumpled paper for padding. Seal boxes tightly with wide packing tape.
- Pack records and CDs vertically in boxes. An edge is stronger than a surface! Don't stack them flat.
- Place heavier items in the bottom of the box and lighter items on top.
- Separate items with paper to prevent scratches caused by rubbing.
- Remove lids from jars and ceramics. Wrap each separately.
- Seal any opened boxes and bottles before packing them to avoid spills and leakage.
- Use boxes for lampshades and cushion them well.
- When disassembling furniture, beds, lamps, etc. put the hardware into a plastic bag along with any assembly tips and tape it onto the item itself. **OR PUT THEM IN A BOX AND KEEP A RECORD.**
- Make a box of essentials and label it "Open Me First." Put this box to the side to be loaded last (so it's unloaded first) or move it yourself.
- **Your Essentials Box may include:**
- Basic tools such as flashlights, hammer, screwdrivers, nails, masking tape, tape measure, and light bulbs. Bathroom essentials such as hand towel, soap, toilet paper, shampoo, and shower curtains. Kitchen items such as paper towels, coffeemaker and filters, paper plates and cups, plastic utensils, dish detergent, a sponge, pet foods, dishes, and rubbish bags. **The kettle, tea bags or coffee and milk plus the cups!**
- Non-breakable items should be packed snugly in larger boxes. You will want to make sure that they are not too heavy, and that they are at a weight you feel comfortable carrying.
- When possible, small appliances and electronic equipment should be [packed] in the [boxes] they came in, and then taped securely.
- When disassembling your bed, use tape or rope to bind the frames together.
- Your drawers should be filled with wrapped items or clothes. Entire drawers should be covered with a blanket or old linens. You shouldn't tape the drawers shut - the finish on your drawers may be damaged.
- Cover your tables with a blanket or old linen. When possible, remove the legs. Always wrap the nuts and bolts in a plastic bag and secure them to a leg. **OR PUT THEM IN A BOX AND KEEP A RECORD**
- Small mirrors and pictures should be carefully wrapped and packed in boxes. Cardboard should be used to cover large paintings, artwork, or wall mirrors.
- Because your outdoor furniture may be too bulky or heavy to move in one piece, you may need to disassemble it. If so, be sure to place the nuts and bolts in a plastic bag and attach it to the furniture. **OR IN A BOX KEEP A RECORD.**
- Wrapping sharp edges on any tools or attachments will help prevent injury. Be sure to tie or tape your tool chests securely closed.
- Tape long handled garden equipment together for easy handling
- Because newspaper may leave ink smudges on your items, it should only be used to cushion items that are already protected.
- You can use old linens, blankets, and towels to wrap and cushion fragile items.
- Don't pack anything that you may need at any given moment. Assign a drawer or place for those items.
- Pack rugs last so they can be the first items unloaded and placed at your new location.
- ***Keep your valuable paperwork in a safe place.*** You should also personally transport irreplaceable photos, financial papers and assets (bank checks, insurance policies, stock certificates, etc.), legal documents (wills, passports, etc.), valuables (jewelry, coin and stamp collections, etc.), and medical and family history records.