

Loading Tips

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Safety –

Lifting

When lifting, stand close to the item with your feet shoulder width apart, elbows tucked in, and chin down. Always lift with your legs and not your back, keeping your back as straight and as vertical as possible. Don't twist your back while carrying items. Have an available helper to assist in lifting of heavy items. Keep a firm grip on the object using the entire hand.

Equipment

If you have a lot to move or heavier items, consider renting a dolly or two. Appliance or carton dollies are typically reasonably priced and can greatly reduce the strain on you.

Using a Dolly

When using a utility or appliance dolly, make sure the blades are centered and completely under the load. Always walk and keep the dolly in front of you. Keep the load balanced, with heavier items on the bottom, and never load items on a dolly higher than chest level. We recommend that you do **not** use a dolly to move furniture.

Utilize the strap on an appliance dolly to help hold the item on. When going up or down the ramp or steps, we recommend that a second person be used to help support the item.

Preloading –

Getting prepared to load is an important part of the moving process. When the preparation is done properly, moving your belongings becomes easier and your chances for success increase. Key drivers for success are in preparing the home and preparing belongings before you load your items.

Preparing the Home for Loading and Unloading

Preparing the home properly will reduce the chances for property damage to walls, floors and doors. Here's what we suggest:

- ◆ Remove interior doors, which may be too narrow for the furniture, which is coming out of their respective room.
- ◆ Release the shock and/or chain on any exterior storm doors to prevent from having to continually open it each and every time you enter and exit the home.
- ◆ Place flattened cartons on any hardwood surfaces where you will be maneuvering furniture. Be sure that the cartons do not slide on the surface(s) by taping them to a carpeted surface. In doing so, you will be less likely to scratch, dent, or gouge these surfaces.
- ◆ Place "rug runners" on walking surfaces to prevent transporting of dirt and debris which could stain or scratch flooring.
- ◆ Raise any ceiling hung lighting fixtures to prevent running into them after furniture has been removed.

Preparing Your Belongings for Loading

Properly preparing your belongings before storage or moving will help to increase your chances of success and help you to be efficient. Here's what we suggest:

- Defrost refrigerators 24-48 hours prior to loading. Hang a bag or nylon sock full of charcoal or coffee beans/grounds inside to prevent "musty" odors. Disconnect water/ice-maker lines and tape the cord to the back of the unit.
- Drain all water out of washing machines 24 hours prior to loading. Tip the washing machine backwards to drain as much water out as possible.
- Pack all trays from microwaves and glass shelves from refrigerators inside of a carton.
- Disassemble furniture such as kitchen tables, entertainment centers, bed frames/headboards/footboards, and dresser mirrors. For many, this will take more time than expected so it's best to do prior to load day. Because of its lack of durability, furniture made of particle board material is only meant to be put together one-time, therefore, we recommend that you do not take it apart.
- Remove any shelves from furniture and place any hardware in a separate bag for reassembly at destination. Label the bag(s) for the item. Place all bag(s) in one carton for easy retrieval.
- Pack your items. See Packing Tips for details.
- Stack or "stage" cartons based on size, in their respective rooms. Be sure that all cartons are labeled with contents and/or room location. Do not block doorways or walkways, as it will then be difficult to remove items during the loading process.
- Pad items prior to load day. Concentrate on covering all surfaces with special attention given to the ones that are most visible such as corners and legs. Use clear packing tape to secure pad(s) to the item(s). Be generous with pads to alleviate scratches, gouges, and broken items during the loading process and while in storage or transit.

Loading –

- Move your belongings out of the exterior door of the home that best accommodates the size of furniture you are moving out. Often times, the front door of a home is the easiest to maneuver larger furniture out.
- As much as possible, prevent from sliding heavy items (i.e. refrigerators, washing machines, etc.) on any surface. This will prevent the feet of these items from slicing, cutting, gouging or damaging the floor surface. We suggest placing a cloth pad underneath the item(s) to slide them out to a point where these items can be hand carried or dollied.
- Use dollies for appliances and cartons. When using dollies, always walk forward keeping the load in front of you.
- Do not place furniture on dollies if at all possible. Instead, we suggest that you carry furniture by hand.
- Create a "tier" by loading items from floor to ceiling as tightly as possible with heavy items such as dressers, chests, appliances, heavy and solid book cartons or dishpaks. These heavy items act as a "base" for lighter items such as medium and large cartons, large plastic toys, and end tables. Load sofas on ends and not on their feet with the feet against a wall of the container. Fill all openings (i.e. between the arms of sofas, entertainment centers, shelving units, etc.) with light items such as cartons containing lamp shades or linens, or other items like large plastic children's toys. Keep your most fragile items toward the top of each tier. Construct your load by building one tier at a time; keeping in mind that it is also important that items similar in width be loaded in the same tier. Each tier should be completely built before beginning another one, and the first tier should be built inside the very front (nose) of the container. When building a tier, completely fill any/all possible voids with smaller items. Constructing your load in this fashion will give you the best opportunity for success and utilize the least amount of space possible. A "tight" load construction minimizes shifting. Keep clothing in dresser drawers to save on space. Keep the carton containing all

hardware from disassembled furniture and load it last on the container.

- Bring items out of the home as needed, to match the space that you think will be best suited to fill a void, remembering that heavy items are best suited as base and lighter/fragile items as top load. As you are building your load, focus on loading your furniture first.
- Keep electronics in their upright position and flat items on their edge.
- Save energy by carrying an item on every trip to the container during loading, instead of walking empty-handed.
- Tie off or secure your shipment with straps using the rings provided inside the container. Items on wheels, such as large toolboxes, must also be secured separately to keep from rolling during transit. Items on wheels should not be loaded in the last tier, but instead, somewhere in the middle of the load.
- Your load is best secured when the last tier of your load is completed from floor to ceiling. When the last tier of your load does not go from floor to ceiling, it leaves opportunity for tiers behind to move forward, and the potential for damage increases. To minimize the chances of this occurring, we suggest that the load be finished with items such as your mattresses. In essence, when your last tier is completed from floor to ceiling, it allows for a smooth transition when the agent secures your shipment for transit.

Unloading –

- Prepare your home for unloading, just as you did prior to loading.
- Use the exterior door(s) of your home that best accommodates the furniture you are moving in. Often times, the front door of a home is the easiest to maneuver.
- Map out where you plan to place furniture in its final position and keep from stacking cartons in those areas that you've designated. Although you may decide on a different position later, this will keep you from having to unnecessarily move items more than once. Communicate and map out these areas with those who are assisting you with unloading.
- Locate the carton you placed the hardware for disassembled furniture. Place the carton in a location where you will remember it.
- Unload items into the residence, keeping in mind where you plan to put each item in their respective room.
- Save energy by carrying an item on every trip from the trailer during unloading, instead of walking empty-handed.
- Remove any pads from items after you've placed them in their designated area inside the home.
- Reassemble furniture using the hardware from the hardware carton.