

STORExpress
Southside: 412-431-5625
Etna/Sharpsburg: 412-782-5625
Oakmont/New Kensington: 724-337-1505

Packing Checklist

General

___ Start packing and preparing far enough in advance to avoid being pressed for time. This eliminates the need for packing during the move.

___ Fill, close and seal all boxes. Use appropriate sized boxes. **DO NOT** pack heavy items, such as books, in large boxes.

___ Keep all hallways and doorways clear of boxes.

___ Remove shelving from wall units, cupboards and china closets.

___ Mark each box with the room in which they should be placed.

___ Clearly mark any item that is **NOT** to be moved.

___ Number boxes with destination and floor. Example: Basement 000-999

Garage

___ Tape or tie lawn tools into bundles.

___ Empty the propane tanks on gas grills.

___ Check boxes that have been in the garage for long periods of time. They may need to be repacked.

___ Oversized items such as playhouses and swing sets should be disassembled.

Kitchen

___ Remove tray from microwave.

___ Disassemble kitchen table.

___ Unplug and pack small appliances.

___ Refrigerators and freezers should be **DISCONNECTED** and **DEFROSTED** the night before the move. Drain and empty the water pan.

___ Gas ranges must be **DISCONNECTED** by a plumber or the gas company. Remove burners and any other loose parts.

Bedrooms

- ___ Disassemble beds
- ___ Waterbeds **MUST** be completely drained.
- ___ Remove mirrors from dressers.
- ___ Remove papers; jewelry, money and small items from furniture. ONLY linens and clothing can be left in drawers.

Dining Room

- ___ Disassemble dining room table.
- ___ Remove all breakables from buffets and china closets.

Living Room

- ___ Television and stereo should be disconnected and ready to move.
- ___ Component stereos should be packed in boxes.
- ___ The glass should be removed from glass-top tables.

Miscellaneous

- ___ All glass must be packed and marked.
- ___ Lamp shades must be packed and marked.
- ___ Washers and dryers should be completely **DISCONNECTED**.
- ___ Gas dryers should be **DISCONNECTED** by a plumber.
- ___ Roll up and secure any rugs that are not covered by heavy furniture.