

## General Checklist for Moving

Done	
	Make flow chart for days/weeks before moving day
	Make daily schedules
	Get estimates for moving companies and arrange method of payment
	Arrange for truck rental if necessary
	Sell, give away, discard unnecessary belongings
	Get school records for transfer
	Collect and send out all items to be cleaned or repaired
	Return all items borrowed, collect items loaned
	Defrost and clean fridge one day before moving, clean stove
	Make arrangements with caretaker, cleaning lady, snow removal, etc.
	Plan for children and pets on moving day
	Return library books
	Investigate wills
	Ensure you have adequate insurance for goods in transit

## Packing Checklist

	Get packing paper, pad for inventory, and marking pens
	Boxes or containers for packing
	Heavy twine and masking tape
	Mark cartons clearly as to contents and room to be placed in
	Set aside things you will carry with you and mark "DO NOT LOAD"
	Take apart computers very carefully and label parts
	Mark clearly cartons you want loaded last, unloaded first (food, bedding, clothing)
	Tie mops and brooms together in bundles
	Point out and mark especially fragile or delicate items
	Carry currency, jewelry, and valuable papers yourself
	Liquids in bottles should have tops secure
	Pack books, cds and dvds in sturdy boxes without overloading
	Blankets are best moved in large boxes

	<b>Towels and pillows may be packed in dresser drawers</b>
	<b>Carefully pack mirrors, glass table tops and valuable pictures</b>
	<b>Books should be packed in small boxes</b>
	<b>Pack lampshades in separate boxes</b>
	<b>Do not use newspaper in packing items where ink can rub off</b>
	<b>Do not leave loose shelves in refrigerator or stove</b>
	<b>Small appliances should be wrapped and packed in bottom of boxes</b>
	<b>Do not pack cleaners in the same box as food</b>
	<b>Place heavy china at bottom of boxes; all flat pieces should be packed on edge</b>
	<b>Take photographs and all valuables in case of damage or loss</b>

## **Moving Day Checklist**

<b>At Current Home</b>	
	<b>Keep personal luggage aside</b>
	<b>Arrange for children and pets not to be there</b>
	<b>Arrange for toys and activities if children are there</b>
	<b>Put valuables in a safe place</b>
	<b>Don't forget to eat, you will need your energy</b>
	<b>Make shopping list for first day</b>
	<b>Get keys for new home</b>
	<b>Have all meters read</b>
	<b>Remove trash</b>
	<b>Doors and windows locked</b>
	<b>Notify police and neighbors</b>
	<b>Keep copy of inventory with you or in a safe place in case of serious loss or damage</b>
<b>Arriving at New Home</b>	
	<b>Have children and pets occupied elsewhere</b>
	<b>Be on hand for movers</b>
	<b>Explain floor plan to movers and direct furniture and boxes to their place</b>
	<b>Check off numbered cartons</b>

	<b>Check each carton for damaged articles</b>
	<b>List claims for lost or damaged articles</b>
	<b>Pay movers if applicable</b>
	<b>Get appliances hooked up</b>
	<b>Plan for day's meals</b>
	<b>Get bedrooms and kitchen set up first</b>
	<b>Relax when possible and take time between getting set up to enjoy your new home!</b>