

## **Packing Tips for Private Removals**

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**... good preparation from A to B when moving your home; here are some tips for when you do:**

### **Packing and Packing Material**

Order your boxes for the removal as early as possible so that you have enough time to pack your personal items. Order enough boxes and return the used boxes. You only pay for the boxes that you actually used.

Please note that there are different boxes that match specific goods (see page 2). Do not overfill the boxes (maximum: 30 kg).

Do not use garbage bags for packing because of the danger of confusing them. Garbage bags also cannot be stacked and thus important space is wasted in the lorry. To pack small fragile items, it is best to use tissue paper, wrapping paper or bubble pack since newspaper smears easily.

In most cases, people underestimate the amount of time it takes to pack; normally, it will take you one half to a full day to pack the contents of a room carefully. Please make sure that the boxes are not too heavy and that all of them are closed and stackable (do not fill them so that the flaps do not close flat). Begin with your packing work in the cellar, attic and garage. Just proceed one room at a time. Do not forget to label the boxes right away.

Think about where the contents of a box will go in the new apartment and label each box with the target room accordingly. We would be happy to supply the right labels for this.

## What do I pack in which box?



Description	Box type
Books, CDs, cleaning material etc.	book boxes
Laundry, shoes, folded clothing	Laundry and office binder boxes
Dishes, glasses, pans	Dishes boxes with or without inserts or in our special porcelain and glass cases
Toys	every box type (depending on the size)
Clothing on hangers	Hanger boxes with rod
Curtains	Curtain box
Comforters, pillows, blankets etc.	Dishes or clothing boxes (depending on the size)
Lamp shades (in tissue paper)	Lamp or laundry boxes (depending on the size)
Delicate vases, glass objects, and small pictures, small glass shelves and sculptures	protect with bubble pack and pack in laundry or dishes boxes
Plasma and LCD TV	protect with bubble pack
Large pictures, mirrors, screws, keys etc.	protect with corner protectors and bubble pack Fittings box or screw bags
Large and small mattresses and pillows	Mattress bags (plastic)
Upholstered chairs	Chair covers (plastic)
Sofas	Couch covers (plastic)
Plants	Depending on the size, place plants in open boxes and hold them in place with bubble pack or tissue paper. Protect against the cold with bubble pack and closed boxes, if necessary.

## Disassembling and Reassembling Furniture

Think about the placement of the furniture in the new apartment. The best thing is to prepare a furniture placement diagram. Tip: Ask the apartment owner for a floor plan or measure the apartment yourself. The height of the rooms is also important for shelves and cupboards; window dimensions for curtains; and mains outlets, heaters and switches, for general placement.

Take apart whatever you can, pack screws and other small parts in plastic bags, and label them according to the piece of furniture. It would be best to place the bag into the fittings box, so that everything is together.

Fill furniture drawers with nothing more than pillows or other light objects to keep the weight down.

Secure cupboard doors and drawers with strong masking tape if they are not disassembled. (Note: Normal tape leaves traces after removal.) Do not lock the doors and drawers. Remove keys, label them, and place them in the fittings box.

## General Tips for Removals

On moving day, no unpacked personal items should be in your flat. If at all possible, everything should be in boxes. The main reasons for this are to prevent damage, make loading easier, and make it possible to pack the vehicles best (optimum use of space).

Get rid of things you do not want in the attic and basement, and clean out the yard, balcony and terrace. Decide what you really need in the new apartment and what you can dispose of. We are happy to help you dispose of what you do not need; just call when you need a small lorry to take things away. We accept just about everything. You can also contact your local Brockenhaus if you want to give away some furniture that you no longer need.

Do not forget to keep the access drives open at both addresses so that the lorry can get as close as possible to the building. Inform neighbors and everyone else who normally needs to use the access drives that you will be moving on that day. Longer distances to carry things increase the cost of the removal through the additional time. If you would like, we can handle the blocking off of the access drives in difficult situations.

Remove everything that could get in the way in the stairwells. This includes pictures in exposed locations.

Have newly purchased furniture delivered directly to your new address. Do not water plants just before the move and do not forget to defrost the deep freezer.

## Additional Tips



- When packing make sure that large and heavy items always go in a box first and then fill it up with lighter things.
- The smaller and more delicate a piece is, the smaller the box should be. (Small porcelain figurines should be wrapped in tissue paper and packed in book boxes, for example.)
- Wrapping paper can be used to separate unbreakable things, such as shoes. (or small plastic bags)
- The yellow fittings box should only be filled with screws and key and do not forget to label it.