How to Pack Household Goods

Books:

☐ Pack books flat, alternating bindings, keeping like sizes together. Put a piece of packing paper between valuable books to protect the jackets or covers. Fill empty spaces with paperbacks or crumpled packing paper.

Electronic Equipment:

☐ Check owner's manuals for the manufacturer's moving tips -- printers, especially, require special packing.

☐ Let equipment cool to room temperature before packing, and once you've unpacked it, let it return to room temperature before plugging it in.

☐ Most electronic equipment, including audio equipment, television sets, DVD players, and computers, are best moved in the manufacturer's original packaging. If you don't have it, double-box them.

☐ When disassembling electronics with numerous cords, place small colored stickers on each cord and the same colored sticker where the cord connects to the device for easy reference.

☐ Make copies of all computer files and store them online or carry them with you in the car (not in the trunk) or in your carry-on luggage (to ensure that they won't get too hot or cold, which can cause damage).

☐ Label boxes containing electronics with only the room they'll end up in or a family member's name to lessen the possibility of theft.

Files:

☐ Transfer the files from your home office into cardboard file boxes. Carry important documents, such as birth certificates and passports, and financial records containing bank-account numbers and Social Security numbers with you to guard against identity theft.

Framed Items:

☐ Wrap in tissue paper and sandwich each item between two layers of 1/4-inch foam board cut slightly larger than the frame. Secure the corners with foam board and tape. Wrap the bundle in kraft paper.

Lamps:

☐ Remove the bulb, harp, and shade.

☐ Pack the base of the lamp in an upright position in a well-padded box.

☐ Wrap the shade in tissue paper (never packing paper) and place it upright in a separate box, lined with crumpled tissue.

☐ Wrap the harp separately and affix it to the inside of the box containing the shade with a piece of tape.