

Removal Checklist

We know moving is a big undertaking, so plan ahead with our comprehensive checklist.

▶2 - 4 weeks before

Removals - when the consultant calls clearly point out anything that is not to go.

- Packing - If you are planning on doing this yourself, begin at least two weeks before your move. Label boxes with the details of their contents and the room in which they are to be placed at the new address. Pack heavy objects with the lighter ones: do not overstrain boxes or backs. Sort out rubbish. Sell unused items, or give them away.
- Car - get it serviced, particularly if you are going on a long journey.
- Bank - Notify your bank of your change of address and consider transferring your account to a branch nearer to your home. Don't forget any items that are retained by the bank for safe keeping.
- Credit/Store cards - Fill in the change of address section of your statement when returning it with your payment and also notify any card protection insurers that you may have.
- Standing Orders - Give your new address to companies with which you have a hire purchase agreement or a loan.
- Schools - Notify your child's school of their leaving date and advise new school as soon as possible.
- Inland Revenue - Notify your local tax office quoting your reference number.
- Premium Bonds - Write to the Bonds and Stock Office quoting your bond number (form available from the Post Office)
- National Insurance /DSS Benefits - Write to your local DSS office, giving your full name, date of birth, and full National Insurance number.
- Pension - Advise your local Post Office or private scheme of your change of address.
- Insurances - Notify your broker or individual insurance companies: motor, household contents, life and other insurances.
- Driving Licence - Complete section 1 on your license and return it to DVLC, Swansea, SA99 1BN.
- Stocks and Shares - Notify your stock broker or each individual Company Registrar.
- Landlord/Tenant - Give appropriate notice to quit or advise tenants of any change of landlord.
- Doctor /Dentist /Optician - De-register if you are moving away and research alternatives nearer to your new address. Liaise with hospital if undergoing regular treatment.
- Post Office - The Post Office prefers at least seven days notice for the redirection of your mail. This can only be done over the counter at the Post Office.
- TV License-Contact TV Licensing in order to transfer your license to your new address, by calling 0870 242 3349 or visiting www.tvlicensing.co.uk/moving.
- TV Rental - Sets can normally be taken to your new address when renting from a large company and your records will be transferred to their nearest branch.
- BUPA/Private medical - Advise change of address and /or research new schemes.
- Subscriptions - Notify all organisations/clubs/charities to which you subscribe of your new address.
- Printers - If required, arrange for the printing of change of address cards, with your new postcode.

- Hotels - If you need hotel accommodation during the removal, book your hotel well in advance, especially if the move occurs during the summer months.
- Carpets/Curtains - If you are ordering these new, confirm the correct delivery dates.
- Telecommunication/Mobile Phone Providers - Contact providers including Internet account and advise your change of address and the date from which you wish your new number to operate. Give at least two weeks' notice.
- Council tax - Notify relevant authorities in both your current area and the area to which you are moving.
- Football pools - Notify on the coupon or inform your collector.
- Motor Vehicle Licenses - Send the appropriate section of your Vehicle Registration Document to the Vehicle Licensing Centre, Swansea, SA99 1AB.
- Pets - Make arrangements to book pets into kennels/cattery etc. or for friends/relatives to look after them during the move. Arrange for the transfer of your pet's records to the new vet.

▶1 week before the move

Electricity - Contact your existing company and advise your new one of when you are to move into your new home. Give at least a 48 hours notice.

- Gas - The gas market is now open to competition and you can choose your supplier. If you want British Gas, contact their Homemovers Advice Line on 0645 555 408 as soon as you know your moving date.
- Water - At least 48 hours notice is required by both your existing and your new authority to arrange for disconnection and re-connection of supply.
- Library - Make sure that you take all the books back that you have on loan.
- Items on Loan - Return borrowed items to your friends and neighbours.
- Milk/Papers - Settle outstanding accounts and cancel supplies.
- Dry Cleaning - Collect all remaining items.
- Children - If possible arrange childcare on removal day.

▶3 days before you move

- Pack a bag with a change of clothes and essential toiletries. Include a survival kit for the other end: light bulbs, toilet rolls, candles, screwdriver and pliers, matches, paper towels, cash and a note of important telephone numbers. Put this box in the boot of your car.
- Do last minute laundry. If you plan to store for an extended period, keep back clothes for the opposite season.
- Ensure that the keys for your new home are going to be available.

▶2 days before you move

- Empty, defrost and dry out your fridge /freezer if you are planning to store for any period of time. Food stuffs cannot be moved into storage.
- If we have quoted to move your freezer with contents (over a short distance), place the contents in polythene bags so that they can be lifted out quickly to facilitate the movement of the freezer.
- Make sure any packets, bottles or jars are sealed with tape to prevent spillage.
- Pack valuables and documents and put in a safe place.
- Resolve parking problems. Sort out lift access if you live in flats.

▶1 day before you move

- Arrange for refreshments for the next day, bearing in mind that your cooker may be disconnected. Moving is hungry work, so pack a carton of tea and coffee, UHT milk, juice cartons, biscuits, fruit, cheese, and something easy and filling like Cornish pasties. Also include plates, cups, serviettes, cutlery and sharp knife. Don't forget the kettle, a saucepan and a frying pan.
- Plan the evening meal for move day. It may be easier to eat out.
- Prepare plants for travel.
- Get a good night's sleep.

▶Moving day

- Settle the children with their carer. If they are staying with you, organise a room with their toys and a few treats. Older children may want specific tasks, like packing their own personal box.
- The team leader will introduce himself and his crew to you. Show the team leader around the house.
- Keep the kettle boiling and the biscuits flowing so that everyone is refreshed.
- Strip the beds. Keep the linen in a box that travels with you so you can pull it out for the first night.
- Once the van is loaded, walk around the house with the team leader to ensure all items to be moved have been placed in the vehicle.
- At your new home everything is unloaded and placed in the appropriate rooms and if quoted for, unpacked and unwrapped by the moving team.
- Once you are satisfied that everything has been delivered and positioned in appropriate places, you will be asked to acknowledge this by signing the team leader's delivery sheet, writing any comments you may wish to make.

Packaging Costs

Wardrobe Box (50" high x 18" wide x 20" deep, with a hanging rail)	£8.50 each
T20 Carton (20" x 20" x 18")	£3.00 each
T10 Carton (10" x 10" x 18")	£2.50 each
Brown Tape	£1 per roll
Plain Packing Paper	£10.00 per pack
Bubble Wrap (75cm wide)	£1 per meter

All prices are subject to VAT

Packing service £100/150 – packing will be undertaken on the day prior to the move, or on the day if it is a small move.

Mattress bags and sofa covers will be provided on the day of the move free of charge.

Storage

Our storage facility on Hornbeam Park is temperature controlled to prevent frost damage, fully alarmed and the goods are insured under our terms and conditions. Storage solutions include containers measuring 7' high x 7' deep x 5' wide or palletized storage for smaller quantities. All with long and short term options. Storage quotes can be provided when our representative visits.

Our Packing Guide is full of top tips to help take the stress out of packing. We have divided the guide up by room for easy reference.

Kitchen

- If you keep your sharp knives in a knife-block, wrap them together for safety and protection. If they are not stored in a block it is best to wrap them separately rather than together.
- When wrapping pots and pans, utilise the space in the pan with other kitchen items and invert the lid, placing the handle down. Pots, pans, etc. can be stacked in a box with packing paper between them.
- Wrap each glass separately in tissue paper or wrapping paper. Wrap the stems of glasses until they are the same width as the base and bulb. This makes an easier shape to wrap and adds strength to a fragile item. Pack upright and in strong boxes. Label boxes "Glass" immediately.
- Pack plates vertically on their edge instead of stacking them on top of each other. They have a far greater weight bearing strength this way. Place saucers, plates and platters on edge - **DO NOT STACK FLAT.**
- Individually wrap dishes. Stack them flat - as you would store them in your kitchen cabinets. Cups and dishes may be placed inside each other and wrapped three or four in a bundle. Put a layer of packing paper between each dish. Fill the top dish with crumpled wrapping paper.
- Put bottles of wine and spirits in wine boxes. A broken bottle can ruin many items.
- Pack small appliances in their original containers. If this is not available, use a box padded with wrapping paper or your kitchen towels. Wrap delicate appliances in bubble wrap to ensure adequate cushioning. You can pack several small appliances to a box.
- Clean the oven thoroughly any grease left on the exterior will catch dust and dirt, and unfortunately, leave spots on anything that it touches.
- Dry out refrigerators and freezers and dispose of all perishables.
- Clean and dry washing machines and tumble dryers thoroughly. Disconnect and drain the hoses. Leave the door open for a few days prior to the move. If required, secure the tub following the manufacturer's guidelines to prevent swaying.
- For all large appliances, remove loose fittings and accessories and pack separately. Tape or wedge all movable parts and doors. Make sure the inside and outside of all appliances are clean. You can stuff the inside of some appliances, such as washing machines and dryers, with towels or linens. Wrap the appliance with furniture blankets and tie securely.
- Gas appliances must be disconnected by a qualified plumber. At the other end, you will again need a qualified plumber to check the gas supply and reconnect your appliances.

Bedrooms

- Quilts, pillows, light/bulky items will be best strapped with handywrap and then packed in extra large boxes. If you have small fragile items, you can pack a few in between the pillows for extra protection - just don't forget they are there!
- Take the bedframe to pieces. Secure the pieces together with tape & keep all nuts and bolts together in a self seal bag. Be sure to label the pieces so you know how to reassemble it at the other end!
- Protect your mattress with a mattress cover or large sheets of plastic. You may want to cover them just before you walk out the door - the plastic may make it difficult to move downstairs or around awkward corners in your home.
- Dresses, coats, suits and anything else that normally lives on a hanger will travel best in a wardrobe box you can just move the hangers straight into the box. Shoes can be packed in the bottom. The beauty of wardrobe boxes is that they can be used at your destination for temporary wardrobe storage. Clothing in drawers should be packed in suitcases or suitcase boxes, which can hold a lot of clothes without making the box too heavy.
- Put curtain rails and blinds in a protective bag and secure with tape.
- Dressers - Fill drawers with small breakable items and cushion well with loose clothes. Secure drawers with pad or blanket and tape. Do not overload drawers with heavy items.
- Use only book boxes for books -- they get very heavy, very fast. You can use small paperbacks to fill the sides of the box if there is extra space. Lay the books flat inside the box and alternate bindings to prevent spine damage.
- Valuables - Set aside jewellery, important papers and safe deposit box contents to be packed in a small container you can keep with you throughout the move.

Lounge

- Pack houseplants in tall boxes to protect foliage.
- Protect your suite with sofa and armchair bags.
- You may want to wrap your best furniture in bubble wrap or furniture blankets, not only to protect it from scratching, but to keep dust and dirt off too. Make sure to wrap the item well to prevent snags while you are moving.
- If you can take your furniture apart in any way to make it easier to move, make sure you put all nuts, bolts and screws in a self seal bag and secure the bag to the furniture. Use tape to hold drawers shut and wrap exposed legs (on tables and chairs) in bubble wrap or wrapping paper.

- After disassembling lamps, pack the bases in boxes stuffed with packing paper or bubble wrap. Pack lamp shades individually in boxes with plenty of packing paper for stuffing. Don't use newspaper because the ink smudges.
- After vacuuming rugs, roll up, and secure with tape.
- Tape an X of masking tape across mirrors and paintings framed with glass. Wrap each item in bubble wrap. Small mirrors can be packed in boxes. For a larger mirrors and large picture frames, it is best to use purpose-made picture boxes. Mark GLASS on the outside to prevent mishandling. Always pack and store on end.
- Box TV's and stereos upright and make sure they are well padded on all sides.
- CDs, games, DVDs etc should be packed in boxes. The same goes for any vinyl records you still have. Please consider the weight of the box. Mark the boxes Fragile.
- Make sure ornaments and other small fragile items are well-protected with plenty of cushioning and packed separately in ornament boxes. Wrap first in tissue paper, then pad out with wrapping paper.

Dining Room

- Wrap chair legs and arms to prevent scratches. Bundle armless chairs in pairs, seat to seat, with a folded blanket or other padding between and tie seats together.
- For large tables, remove legs and tie together. Put nuts and bolts into a sealable bag and secure to underside of table top. Use a furniture blanket to cover tops. Wrap and secure spare table leaves.
- Wrap small table tops in a furniture blanket and wrap legs to prevent scratching.
- Wrap all pieces of china and glassware individually. Using several sheets of clean tissue paper, start from the corner, wrapping diagonally and continuously tucking in overlapping edges. Use plenty of tissue paper, followed by several layers of wrapping paper to cushion and protect all china and glassware. Use ornament boxes if necessary for particularly fragile items. Label boxes with room and contents.
- Flat China and Glassware can be wrapped individually with tissue paper and then bundled together with wrapping paper. Place each bundle in a plate box, on edge, using the cardboard pads to separate each bundle. Surround each bundle with crushed paper, being careful to leave no voids or unfilled spaces. Add two or three inches of paper on top of the bundle to protect rims and tape securely
- Wrap china cups individually, first in a double layer of paper protecting handles with an extra layer of clean paper. Then, pack cups upside down in a mug / glass box.
- To protect silver pieces from tarnishing, they should be completely enclosed in wrapping paper or bubble wrap.

- Tea sets and serving dishes should be wrapped carefully using tissue paper and wrapping paper like all fragile items and packed like china.
- Even if silverware is in a chest, fill all voids in the chest with newsprint to prevent shifting. The chest can be wrapped in a large bath towel.
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Garage / Shed

- Loosen, lower and turn bicycle handlebars at right angles to save space. Clean and cover chains and pedals with corrugated card to protect other items from being snagged or soiled.
- Drain fuel and oil from lawn mowers before loading. Remove handle from hand mowers and place blade end in sturdy box. Mark properly.
- Drain hoses, coil and pack in boxes. Fill remaining space with lawn sprinklers, small garden hand tools, etc. Secure brooms, shovels, and other long-handled tools together with tape.