

Stephens

Packing hints and tips

Getting started with packing and preparing your effects for the move can be a daunting task and it can be hard to know what to do with certain items. Please find below some advice that we hope you will find useful.



Advice on the packing of cartons

We would strongly advise using our boxes and packing materials for your move, these are all specially designed for moving home and are a lot stronger than boxes from supermarkets or purchased online.

Generally speaking the best piece of advice we can offer is that if something will fit into one of our cartons then it is best to pack it into one for safe transportation to your new home.

Please ensure that all boxes are filled to the top before sealing as a half full box will crush if stacked.

We can provide packing paper for wrapping your effects before putting into the box – this can be used for all items including china & glassware and takes up a lot less space in the box than bubble wrap. The paper is also ideal for ‘scrunching’ up to pad out the bottom of the box prior to packing.



Plates & glasses – best packed upright rather than laid flat.

Liquids – please ensure these are tightly sealed and packed upright.

Books – these are best wrapped and packed just as you have them positioned on your bookshelf to avoid any spinal damage.

Mark boxes with approximate contents and the room you would like them placed in at your new home. It is a good idea to mark knives & sharps to avoid any accidents upon unpacking.

We have divider packs which can be placed into our handy cartons to make packing bottles of alcohol easier, no need for any wrapping.

To avoid spillages please secure top and bottom of each box with tape rather than just folding the flaps

Please remember that already opened packets and bottles cannot be placed into storage.

Please empty fuel from petrol mowers / motorbikes etc.

Other items

Fixtures and fittings – items attached to the fabric of the house that you would like to take with you should be detached and packed in readiness. These may include curtains, curtain rails, light fittings, shelving and picture hooks.

Self-assembly furniture – our surveyor will have advised on anything that he felt needed to be dismantled during his visit. If you have agreed to do this yourself then please ensure this is completed prior to move day. If we are undertaking this for you we are unable to guarantee the final condition of self-assembly items as they are only designed to be assembled once.

Plants – houseplants are best packed together in an open box. If the pots are made of china or fragile you might like to pad out the bottom of the box with some scrunch. Please group all outdoor potted plants together on your patio.

Garden tools – hand tools can be packed into cartons but larger tools are best secured together in manageable bundles.

Oils and paint – please ensure these are tightly sealed and packed together in a strong box



Items we are unable to move

x Flammable substances

x Unsealed paint tins

x Creosote

x Paraffin

x Matches

x Gas bottles



These invalidate your insurance cover. Other containers or bottles should be securely sealed to prevent spillage.

x Food (for moves into our store).

Our terms and conditions and terms of insurance do not cover jewellery, watches, precious stones, money, coins, bullion, deeds, bonds, securities, stamps, furs, tobacco or cigars. It is best to pack these items yourself and carry them in the car. Please refer to the paperwork sent with our quotation for a complete list of exclusions.

What will you do with my.....?

Hanging Clothes - Portable clothes rails will be on our vehicle on move day, our crew will transfer your clothes straight from your wardrobe onto the rails and then on delivery, hang everything back in your wardrobes. These robes are available for purchase if required, if for example you do not have wardrobes at your new home yet.

Flat Screen Television - Most households now own a large flat screen television, if you have the original box great, if not please disconnect/take down from the wall and our team will carefully protect this for you using our specialist padded covers.

Sofas - We have specialist sofa covers which are put on sofas/armchairs in your home before they are moved.

White goods - We have padded covers for fridges, freezers & fridge freezers. Please ensure your white goods have been emptied, unplugged and are ready to be moved – we will then put the covers onto them before removing them from your kitchen. If you are moving locally, freezers can be left full but the food will be moved at your own risk.

Mattresses - We have bags and covers to protect these.

Pictures/Mirrors - Please wrap and box all small pictures and mirrors.

Larger ones can be left hanging and our removals crew will take these down and wrap these in blankets for you. If you would also like to bubble wrap these that's fine too.

Folded Clothes/Linen - Can be left in drawers and our removals teams will remove the drawers to move the furniture safely. You may like to cover the top of the clothes with some packing paper for added protection.

Will you protect my carpets/flooring? - Yes we have specialist covers which will be placed on all your floors and carpets where required. Mats will be placed in your hallway and banisters and stairs fully protected also.

If you are taking carpets with you they should be unfastened ready for our crew to lift and roll. Unfortunately we are unable to re-fit these at your new home.





MOVING HOUSE CHECKLIST



Forget the panic and feel prepared with our checklist

Booking your move with Stephens will ensure that your move is successful and stress free. However, there are a few things you can do to make your move simpler:

A MONTH BEFORE YOUR MOVE

- Arrange and confirm your removal date as far in advance as possible
- Decide what you want to take with you to your new home and what you are leaving behind. A floor plan of your new home may assist you

UP TO THREE WEEKS AHEAD

- Sort out the contents of your garage
- Start running down freezers
- Arrange childcare for move day – moving with children can be stressful and although older children may enjoy being involved, you may decide that it will be better for younger children if you arrange for them to go to relatives or friends on moving day.
- Make arrangements for moving your pets – moving can be disruptive for pets so you may want to ask a vet for advice on taking care of your animals during the move.
- Clear out unwanted belongings – moving home is an ideal time to have a clear out.

UP TO TWO WEEKS AHEAD

- Dismantle self-assembly furniture, unless we have agreed to do this for you
- Arrange for professional disconnection of kitchen appliances, including your washing machine so that that the drum is secured
- Arrange to have the gas, electricity, telephone and water meters read
- Notify your essential service providers, banks etc. about your move
- Have your telephone number transferred or changed.
- Arrange for your post to be redirected
- Clear the loft unless we have agreed to do so

- Dismantle sheds, greenhouses etc. unless we have agreed to do this for you
- Drain fuel from lawnmowers & motorcycles
- Remove any fixtures and fittings you are taking
- If moving in or out of a block of flats arrange to have the manual override key or priority use of the lift

UP TO ONE WEEK BEFORE

- Put all important documents in one box which you will move yourself – to include passports, driving licenses, wills, birth certificates, insurance papers, cash and jewellery.
- Cancel any regular deliveries you have to your present home, like milk or newspapers
- Defrost refrigerator and freezer
- Prepare plants for transit
- Set aside an area marked “do not move” for coats, handbags, snacks, tools etc.
- Arrange separate transportation for any dangerous substances

ON THE DAY OF YOUR MOVE

- Lock your valuables somewhere safe and carry them personally to your new home
- If possessions are being stored, remember to retain important items – passport, driving licence etc.
- Do not put perishable or flammable items in storage
- Before the removal van departs, check nothing has been forgotten. Responsibility is yours to see nothing is moved or left behind in error
- Ensure that our crew has directions to your new property and a phone number to contact you. Agree a meeting time at your new home
- Arrive at your new property with the keys before the removal van.

Those little essentials...

It makes all the difference in getting settled if you can lay your hands on those essential items instead of searching through boxes for them when everyone is ready for a well earned rest. We have put together a list of things that you may wish to get together to keep you going until the unpacking can start.

Children

- Baby food
- Nappies
- Toys
- Mini game consoles

Electrical

- Mobile phones
- Electrical tape
- Fuses
- Light bulbs

Health & Safety

- First aid kit
- Travel sickness pills
- Scissors

Essentials & valuables

- Cash / credit cards
- Change of clothes
- Jewellery & watches
- Maps
- Torch
- Address book
- Notebook & pen
- Toilet rolls & kitchen towels
- Toiletries –

Don't forget toothbrushes!

- Basic tools
- Candles
- Matches
- Towels & tea towels
- Washing up liquid & sponges

Food & drink

- Tea & coffee
- Milk
- Sugar
- Cutlery
- Tinned food
- Tin opener
- Kettle
- Mugs & plates
- Utensils
- Condiments

Miscellaneous

- Nails & screws
- Window coverings
- Needle & thread

Pets

- Pet foods
- Collar / lead
- Beds
- Toys

It is also a good idea on move day to put all other things together in a safe place which you will need to keep with you. You can then point these out to your removals team as not to be taken onto the lorry – keys, handbags/wallets, coats, shoes and contact details of your solicitor & estate agent.

