

Volunteer Movers

Safety Tips for all your Moving and Packing Needs!

We have taken the time to write down some things that most of our customers are very concerned with. This booklet will help you with packing and preparing some of your belongings. We will cover computers, cd players DVD players, stereo equipment, washers, and dryers, TV's, freezers, refrigerators, stoves and air conditioners. This guide will also help you to prepare lawn mowers and other things around your home.

First we want to cover your personal computers, CD players, DVD players and stereo equipment. Always make sure that any CD's or software disk are put away and not left in the machines. This will prevent scratches on your disks and damages to the laser in the machine. Some CD

players come equipped with a "transport screw" usually located underneath the unit. Tighten the screw before packing. This will immobilize some of the inner parts. Refer to the owner's manual to determine the location of the "transport screw". The best way to pack these items is in the original box with the original packing. If you do not have this you can always use a box big enough to hold the items and make sure they are packed tightly with packing material or something to keep them from shifting or moving around while in transit.

With computers, make sure you have back up copies of your data files and store them together with the original program disks in a sturdy container. Remove any diskettes from the drive and insert the cardboard disk into the drive and close the door. To avoid shock to your hard drive, the recording heads should be "parked" before transport. Please refer to the owner's manual for this procedure as some do vary and have different steps to follow for transporting. Once the drives are secure, you should turn the system power OFF and remove all cables and connecting wires from the back of the

tower. Again, the original packing is best for your system but you can use other boxes and material to carefully transport. With printers, they also need to be boxed and secured. If you are moving a laser printer, make sure you remove the ink cartridges. The ink could spill and contaminate the laser engine. If you are moving a pin printer, you should insert a piece of paper in the platen to secure the print head.

As for your stereo speakers and surround sound: Make sure that they too are packed securely in a box with packing material to keep them from moving.

To guard you household goods against damage due to fire explosion or leakage in the moving vehicle, make sure you:

1. Dispose of any flammable material such as fireworks, cleaning fluids, matches, acids, aerosol cans, ammunition and chemistry sets.
2. Drain fuel from your gas lawn mowers and other machinery

and discard any partially used cans of paints, oils thinners or any other substances that might leak

3. Refillable tanks must be purged and sealed by a local propane dealer. Discard any non-refillable tanks, like the ones used for barbeque grills.

You may also want to take the time to prepare any medications or jars of liquids. Drop them separately into waterproof bags.

Defrost your refrigerator and make sure that it is dry before moving. All pans, trays, crispers, shelving or removable parts should be removed and wrapped separately. You may want to have it serviced. The motor may have to be bolted down before moving. **DO NOT** plug it in at your new home until it has been unbolted.

Stoves must be disconnected prior to pickup. Be sure that gas lines are shut off tight and capped, if possible. For electric ranges: If the coils are loose they must be removed along

with griddles, deep fryers, and any other removable parts, then pack separately.

All freezers must be defrosted one or two days before moving. They should be dried to avoid musty odors. It is best to empty your freezer, as we cannot guarantee that perishable items will stay fresh.

For electric or gas dryers, check with your service person. Motors may need to be checked and tightened. Automatic washers should be serviced as well. The motor should be checked and secured. Also, the tumbler action needs to be protected and fastened into place.

Sewing machines do not need any special servicing for local moving. On long distant moves, we will apply packing material on and around the lid and base to prevent rubbing.

T.V.s 27" and smaller are required to be in a box with packing material. Some need to be serviced both before and after being moved. Television antennas should be removed from rooftops and disassembled. Also, think twice before

dismantling your outside T.V. antenna for moving. A new one may cost less than moving the present one.

CAUTION!!! Try to obtain a written appraisal of antique items to verify value. Avoid waxing or oiling wooden antiques and fine wood furniture before moving. Some products may soften the wood making it vulnerable to imprinting from furniture pads.

If you have any other questions, please feel free to call us at: (423) 317-3388.

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MOVING AT IT'S BEST!!!