

To begin, you will need boxes, cushioning materials such as bubble wrap and packing tissue, scissors, box cutters, box labels, and permanent markers - but **NO TAPE!**

- Start packing in a space that is not often used such as a basement or garage
- Set up a folding table so you can pack boxes at a comfortable height
- Pack heavier items at the bottom of a box and more delicate items near the top
- Line the bottom of the box with cushioning materials such as bubble wrap, packing tissue, or even paper towels
- Wrap fragile items in bubble wrap or tissue paper before packing them up
- Fill open spaces inside your box with towels or linens to minimize the risk of damage
- Top off the box with more cushioning materials before you close it up
- Write or place a “fragile” sticker on boxes with delicate items
- Keep the weight of each box below 40 lbs., especially when packing books (Corrugated boxes hold up to 65 lbs. and will perform to standard. Be careful when lifting boxes at full capacity to avoid injury)
- Avoid placing items from different rooms in the same box
- List the room and box contents on a label for each box
- Mark both the top and side of the box for easy identification
- Label the boxes that need to be unpacked first with a different color marker
- Use a dolly to move stacked boxes