



Australian
Furniture
Removers
Association

Moving Guide Kit

Part 3 - Packing and Unpacking

One of the hardest things you will have to do as a client who has contracted a removalist to pack your belongings, is to trust that they will do it correctly. Despite what you may think, there are correct methods employed in making sure all items are packed to minimise the risk of breakage. A removalist will know the correct method, as most have been trained in the correct procedure, and this should ensure your goods will arrive intact. If you decide to do your own packing, you will not be able to claim for damages from the removalist if things break in the box you packed.

What to do before you start Packing

- Ask your AFRA member about the features of their packing services and the benefits to you
- Decide what will be packed professionally and what you can do yourself
- It is advisable to leave breakable items to the experts
- Ask whether the packing materials are included in the price of the removal
- Find out whether there is a refund available with the return of packing in reusable condition
- Ask whether the removalist will unpack your boxes for you
- Enquire whether there will be a reduction in the cost of you unpack the boxes yourself. If you do this you should understand that breakages may not be accepted by the removalist as a claim
- Ask when and how the packing will be collected if you decide to unpack some of the boxes yourself
- If you decide to do some of the packing yourself, the removalist is able to supply the materials you will need. If you want to purchase your own, you can contact a company called Homewrap (1800 622 626) who will supply all your requirements.

If you are Packing yourself

- Check your insurance cover - self packing may not be covered
- Start well in advance of moving day to avoid a last minute rush. This is when items get broken or go missing
- You will need cartons in assorted sizes and in clean and good condition - be aware that plastic bags often burst. If moving to WA or SA, fruit boxes are not acceptable due to the risk of fruit fly infestation
- Where possible, combine items that will go together in your new home, e.g. items from a bedroom, or study
- Pack heavy items in smaller, heavy duty cartons for easier removal
- Clearly mark the room destination on top and at least one side of every carton, eg. Bedroom 1, etc
- Make sure no items protrude above the level of the packed carton, but pack to within 5 cm's to allow cushioning packing with crushed Paper
- Use butchers paper rather than newspaper, as newsprint makes items very dirty and dusty
- Leave one box marked to be unloaded first, for items you will require immediately upon arrival at your new home. Your AFRA member can provide you with a priority carton designed for this purpose
- Set up a specific area in your home for all items that are not being moved and inform the AFRA Removalist upon arrival
- Don't pack mirrors, valuables or breakables, leave it to the experts
- Most removalists have specialised packaging systems catering for almost every household item



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continued

Materials you will need

- Standard cartons Book Cartons Tape
- Butchers Paper Art Packs Port-a-robos
- Bubble wrap Marking Pens

Warning

- Ask your Removalist how to prepare household appliances for removal, as many need specialist attention. It is not the Removalists responsibility to do this.
- Washing Machines, Stereos, fridges, computers

Unpacking

- On long-distance removals ensure you account for the number of items received and their condition. Any discrepancies should be noted on both your and the removalists copy of the inventory and condition report.
- Professional unpacking services involve the removal of your goods from cartons and crates onto a flat surface and the removal of all flattened cartons and packing materials. Ask your removalist for more information on the availability an unpacking service.

Cleaning Services

Your AFRA Member can assist you with a cleaning service to save you time and trouble. These services can include tasks such as dusting, floor washing, kitchen and bathroom detailing and carpet vacuuming. The following is a detailed list of what will require cleaning. Decide what you will clean and what you would like cleaned professionally.

- Vacuuming carpets
- Sweep all floors
- Vinyl / lino / tile floors cleaned and sanitised
- Timber floors damp mopped
- Built in robes / cupboards cleaned and sanitised
- Baths, showers, toilets, basins, sinks, fittings cleaned and sanitised
- Mirrors and internal glass doors cleaned
- Fixed shelves, skirting, picture rails, window sills and light switches wiped
- Door ledges / moulding damp wiped
- Cobwebs removed / walls washed
- Kitchen cupboards and work areas cleaned inside and out, and sanitised.
- Fixed appliances - stoves cleaned internally and externally
- If an appliance has been moved, eg refrigerator, the wall behind should be damp wiped
- Front and rear porch swept / hosed
- Garage swept / hosed
- Windows cleaned inside and out
- Carpets steam cleaned
- Venetian blind cleaned