

STANDARD PACKING FOR REMOVAL AND/OR STORAGE

Standard Cartons:

- line the bottom of each carton with crushed paper that is pressed down firmly and evenly to a depth of 5 centimetres;
- place a layer of approved cushioning material to a depth of 5 centimetres between each tier of articles packed in carton;
- fill empty spaces in the sides of cartons with crushed paper;
- fill in empty space between the top tier and lid of each carton with adequate cushioning material to a minimum depth of 5 centimetres;
- stow heavy items on the bottom and light on the top;
- no more than six items, separated by paper should be packed per bundle (for example, plates);
- to prepare a bundle:
 - completely wrap each item with paper ensuring edges are adequately protected
 - wrap with paper to form a bundle of no more than six items (for example, plates);
- stow all bundles in the carton on their edge;
- pack bundles tightly together to prevent movement, but do not bow sides or tops of cartons;

Crockery and China

Plates

Dinner plates, side plates, soup bowls, sweet dishes, saucers etc. can be packed six per bundle in the following manner:

- place one plate on top of a sheet of paper;
- place sheet of paper on top of plate;
- place second plate on top of second sheet of paper;
- repeat this process of sheet of paper, plate, sheet of paper until no more than six plates have been used;
- wrap into a bundle using two or three sheets of paper.

Cups

Wrap cups in bundles of no more than two. Use two sheets of paper per bundle. Place in carton, drinking edge down.

Stow bundles in carton on edge

Glassware

Glasses

Wrap drinking glasses in bundles of no more than two. Use two sheets of paper per bundle. Place in carton, drinking edge down.

Long stemware

Stems of long-stemmed glasses and other long stemware should be reinforced, prior to wrapping in paper. Never lay stemware flat in cartons; always stow with drinking edge down.

Stoppers, lids, etc.

Never wrap an item with its lid on or its stopper left in.

Ornaments, Vases etc.

China or pottery ornaments can be packed in cartons containing chinaware. Similarly glass ornaments can be packed in glassware cartons. It is best to pack ornaments together in a carton, or cartons.

Some articles are highly susceptible to damage because of their shape, for example:

- figurines;
- glass or china animals;
- religious statues; and
- filigree or lattice work china.

Articles such as these, with delicate spikes, protrusions etc. should be reinforced. Wrap with paper wadding or other suitable protection before wrapping in paper. These articles should be placed in the carton upright - that is, they stand on their base.

Silver, Bronze and Pewter Ware

Silver, bronze and pewter tarnish when their surfaces come in direct contact with paper. To counter this, each item should be completely wrapped with acid free tissue paper before being wrapped in paper.

Small Electrical Appliances (toasters, mixers, irons, percolators etc.)

Each item should be completely wrapped in at least two sheets of paper before being placed in cartons.

Kitchenware (saucepans, kettles, serving utensils, cutlery etc.)

Cushioning material is not necessary when wrapping similar items in bundles. Simply wrap the item in paper to prepare bundle.

Lids of kettles, teapots etc., can be wrapped together with main items, lids should be inverted to prevent damage to knobs.

Matched sets of saucepans and canisters may be telescoped inside each other, sheets of paper should be placed between and around each item to prevent scratching or other damage. Lids of matched sets should be packed into a separate, telescoped bundle with sheets of paper placed between each lid.

Cutlery should be wrapped in bundles.

Toys

- fragile toys such as electric train sets, electronic games etc. should be wrapped in paper, placed in cartons and covered with adequate cushioning material;

Cassettes, Records and Compact Discs

Audio and video cassettes, records, DVD's and compact discs

These items should be packed on their edge.

Audio and video cassettes - Loose

These can be packed up to six per bundle in the following manner:

- place one cassette on top of a sheet of paper; and
- place another sheet of paper on top of the cassette. Place second cassette on top of second sheet of paper. Repeat this process until no more than six cassettes are stacked together. Wrap into a bundle using at least two sheets of paper.

Records DVD's and compact discs - Loose

Records can be packed up to 10 per bundle in the following manner:

- place one record or disc on top of a stack of paper;
- place one sheet of paper on top of record or disc;
- place second record or disc on top of sheet of paper;
- repeat this process until no more than 10 records or discs form the stack; and
- wrap the records or discs into a bundle using several sheets of paper as an outer wrap.

Paintings, Pictures, Wall Mirrors, Plaques etc.

Each item should be separately wrapped in at least two sheets of paper. While cushioning material is not used when preparing bundles, a bed of cushioning material should be placed between each bundle when placing bundles in cartons. In effect, bundles float in cushioning material. Items that are too large for cartons, should be suitably wrapped in cardboard after being wrapped in paper.

Crating of paintings

High Value items e.g. Paintings, prints, framed tapestries etc., should be suitably packed into separate crates/picture cartons - one item per crate/picture carton.

Books

Book cartons should be used for packing books.

Paperbacks etc.

Paperbacks should be placed carefully in cartons to ensure they cannot be damaged.

Hardback and leather-bound books.

Pack these items in the following manner:

- place one book on top of a sheet of paper;
- place sheet of paper on top of book;
- place second book on top of second sheet of paper placing volumes front to back to protect spines;
- repeat this process of 'sheet of paper, book, sheet of paper';and
- wrap into a bundle using 2 or 3 sheets of paper.

Cushioning & Bundelling

No cushioning material is required, except to fill in any empty space between top tier of books and lid of carton.

Bundles should be placed on edge in cartons.

Linen, Blankets Pillows, Cushions etc.

Prepare cartons by lining bottom and sides with clean paper.

Fold linen etc. neatly and lay flat in carton.

Cover top tier of linen etc. with layer of clean paper.

Note: No cushioning material need be used in cartons containing only linen.

Lampshades

Lampshades should not be placed in cartons with other items. Avoid handling a lampshade's fabric. These fabrics deteriorate through exposure to electric light and can tear easily if handled.

Prepare the carton by placing a layer of crushed paper or other cushioning material compressed to 5 centimetres in the bottom of the carton.

Place lampshade inside carton in an upright position (as it normally stands when in use).

Drape lampshade with two or three sheets of paper.

Gently press properly crushed paper between lampshade and sides of carton to prevent sideways movement.

Fill space between top of lampshade and carton with cushioning material to prevent upwards movement.

'Telescoping' (placing larger lampshades on top of smaller ones) may be done when there are multiple lampshades and their sizes are suited to this type of packing.

When 'telescoping' lampshades, follow the procedures already described, and ensure the lampshades are not touching each other.

Lampshades can be kept apart by placing a bed of crumpled paper underneath the rim of the larger one. This 'bed' should be deep enough to raise the frame of the larger lampshade above the top of the smaller one.

Place crumpled paper or other suitable cushioning material between the lampshades to prevent sideways movement.

Computers and Computer Components

Unplug cables, cords, leads, adaptors etc. and bundle them. If such items remain attached to the equipment, they should be tied and secured to the machine.

If the manufacturer's boxes and packing is available, this is the best way to transport these items, otherwise use cushioning material as per previous instructions.

Written material for software programs (manuals etc.) should be packed as books - see book section.

Home Entertainment Equipment

Pack items into their original cartons and using the original materials (if available and in good condition). Otherwise, pack into standard cartons (unless individual components are too large), using the cushioning materials previously described.

Carpets

Carpets should be rolled firmly pattern in and packed this way. Use paper to wrap around roll and then tape the paper.

Carpets and rugs should not be folded or crushed.