



Packing Guide for Your Move

Packing is an essential step which will help ensure that your belongings are safe and secure during the move.

A successful move requires appropriate and effective packing. This is why the Transport Lyon packing teams are trained and experienced in the best packing techniques, and also why we offer to do your packing for you.

However, should you decide to do some or all of your own packing, this step-by-step guide will help you to pack most effectively. It includes specific instructions on how to wrap and pack items requiring special attention.

What should you pack?

Valuables and irreplaceable items (of sentimental value, for example) should preferably travel with you.

Some items are dangerous, illegal or simply too bulky or fragile to be packed without using a professional packing service.

Do not pack:

- Fuel and oil
- Aerosol cans
- Paint, turpentine, varnish
- Flammable liquids such as nail polish, lighters, etc.
- Bleach
- Firearms and ammunition
- Matches
- Candles
- Corrosive materials
- Food in glass jars
- Prescription drugs needed for immediate use
- Perishable goods
- Plants
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Goods requiring professional packing:

- Marble and glass tables, heavy wall decorations, and mirrors measuring 40" x 60" or more
- Pool tables
- Heavy or bulky objects such as large trophies, statues, chandeliers, etc.
- Major appliances

Things to take with you:

- Cash and securities
- Jewelry
- Firearms (check the current laws)
- Personal and confidential papers, documents such as birth certificates and insurance policies
- Property titles
- Coin and stamp collections
- Valuable family photos
- Documents related to your move

Packing materials

Here's what you'll need to successfully pack your belongings:

- Boxes (talk to your Transport Lyon consultant about the number of boxes you will need and their delivery date)
- Tissue paper and unprinted newsprint (newspaper ink can soil and even damage some items)
- Wide plastic packing tape (to assemble and seal the boxes)
- Masking tape
- Box cutters
- Scissors
- Markers



General instructions

Never underestimate the time you'll need to pack your belongings. Make sure you give yourself enough time to complete this step!

Pack first the items you won't need immediately when you arrive in your new home, such as things stored in your basement, garage or attic. Pack last the things you'll need right up to moving day.

Packing your belongings room by room makes the job much easier. We recommend that you define individual working areas in each room. When you've finished packing a room, sort the boxes by weight (light, medium, heavy). This will help make the loading easier and faster.

How to assemble and prepare your boxes:

1. Turn over the box and fold the flaps. Tape one or two pieces of wide packing tape over the entire length of the centre joint, and one piece along the length of each side joint. Don't cover up any printed parts of the box.
2. Line the bottom of every box with crumpled newsprint (preferably unprinted).
3. Wrap all fragile items in paper, to cushion them both from outside shocks and from each other. Effective protection will keep objects from shifting and prevent rubbing. Use tissue paper rather than newsprint for particularly fragile items.
4. Put large and heavy items on the bottoms of boxes.
5. Then put in smaller items. Use them to fill the spaces between the larger items.
6. Check the weight of the box periodically to make sure that one person can pick it up without too much effort.
7. Fill in gaps with the remaining items or with crumpled paper. Don't leave empty spaces in the boxes or items may get crushed during the move.
8. Put another pad of crumpled newsprint at the top of the box. Leave 1/4" to 1/2" space at the top of each box. Fill this space with crumpled paper. Once a box is sealed, its top and sides should neither bulge nor cave in.
9. Close and tape the top of the box.
10. Clearly identify and label every box. Write your name, the destination room of the box (bedroom, kitchen, bathroom, etc.), and a brief description of its contents. Only write "Fragile" if the contents are truly breakable (otherwise it will be difficult to optimize loading). Write "Open First" on boxes containing things you'll need as soon as you arrive in your new home.

Kitchen and bathroom

Packing dishes can be tricky. Here are a few tips to help you:

- Use cardboard dividers to make compartments in your boxes.



- Place heavier items like glasses (except for stemware) on the bottom.
- Put a divider above each compartment.
- Don't stack more than 3 layers.
- Hints: You can keep the box flaps open with tape. To save time, keep a pile of paper next to you while you pack.

Glassware:

1. Using a double layer of newsprint, lay a glass on its side near the middle of the paper. Bring the lower corner of the paper over the glass to cover it.
2. Place a second glass on its side in front of the first one, on the first double sheet of paper.
3. Fold both sides of the paper over towards the centre and roll the glasses together away from you. Put them into a compartment in the box.

Cups and mugs:

1. Use a double layer of newsprint or tissue paper. Turn the cup upside down in the middle of the paper, with its handle to the right. Bring the lower corner of the paper over the cup to cover it.
2. Put a second cup over the first, with its handle to the left, so as to stack them with a layer of paper between them.
3. Fold both sides of the paper over the second cup, and roll the two cups together until they are completely wrapped.

Stemware and fragile items:

Stemware and the most fragile dishes should be individually wrapped in tissue paper. Place these items only in the upper part of a box.

1. Lay a glass on its side and fold two sheets of tissue paper over the glass from the lower corner.
2. Fold both sides of the paper over; roll the glass until it is completely wrapped.
3. Put it in the box with its base up.

Plates, small dishes and saucers:

1. Use a double layer of newsprint. Place the plate slightly off-centre on the pile of paper.
2. Fold the paper over the plate, leaving most of the paper beyond it.



3. Put another plate above the first. Bring the rest of the paper towards you, folding it over the second plate. Add a third plate.
4. Take another two sheets of newsprint. Fold them and cover the plate using the same procedure as step 2, leaving plenty of extra paper.
5. Repeat this step for the fourth and fifth plates.* Then take another double layer of newsprint and fold it over the entire batch.
6. Fold over the left and right corners. Wrap the plates together to make a compact package.
7. Insert the batch of plates into a compartment in the box, positioning them upright (vertically).

*Note: For small plates, pack four to six plates per batch.

Pots, sauce pans and frying pans:

These items should be individually packed. Gain space by stacking smaller items into larger ones.

Silverware:

Use only tissue paper for silverware. Each piece of cutlery should be individually wrapped and placed into a compartment. If you have a silverware chest, store the wrapped cutlery inside it, wrap the chest and put it into a large box. Wrap your tea and coffee sets in tissue paper in the same way and put them in compartments in the box.

Small appliances:

1. Empty the appliances.
2. Use masking tape to seal their openings and to attach moving blankets.
3. Wrap them in newsprint. Pack their accessories separately.

Major appliances:

To ensure that the working parts of your major appliances are properly protected, ask a qualified person to prepare your stove (especially gas stoves), microwave, washer, dryer, refrigerator, freezer and dishwasher for moving. Transport Lyon will be happy to send a mover to help you out.



Food items:

- In bottles and jars: Make sure they are properly closed and seal them with masking tape. Note: If you are moving during the winter, don't pack any bottles with liquids that are likely to freeze.
- In boxes and bags: Seal shut with masking tape.

Artificial plants and flowers:

If necessary, remove partitions inside the box to create a larger compartment. Fill the bottom of the compartment with crumpled newsprint. Position your plant or flower in the compartment and fill the gaps at the top and sides with tissue paper.

Choose the right size boxes and always pack the smallest items at the top of the box.

Living room

Lampshades:

1. Use a 3 ft by 5 ft box. Pad the bottom and sides with tissue paper (not crumpled). Use enough paper to extend beyond each side of the box (so that it acts like a lining on the flaps).
2. Handle the lampshade by its edges and place it into the box; then cover it with tissue paper.
3. If necessary, fill the box with crumpled paper (don't use newsprint). Then fold over the lining mentioned above.

Note: Never pack other items in a box containing a lampshade.

Lamp stands:

1. Remove light bulbs.
2. Wrap all sections individually in newsprint.
3. Wrap the base in newsprint and place upright, with the other sections, in an appropriately sized box.

Turntables:

Check the turntable locking screws. Place the tone arm in a safe position. If possible put the



turntable in its original box and place it a larger box with padding on the bottom. Fill any spaces with crumpled paper.

Note: Refer to the turntable user manual for wrapping specific components.

Vinyl records:

Put in their original sleeves and place vertically into 1.5 cubic foot boxes. Wrap unprotected records in tissue paper and place each one between two record sleeves.

Mechanical clocks:

We strongly recommend that you use our packing services for your old mechanical clocks. The weights must be wrapped individually and must not be placed at the base of the clock. Gloves should be worn when handling the weights to avoid leaving any fingerprints on them.

Computers:

1. Backup your software and documents. Use other external hard drives or cloud services (if you have an account) for your backup.
2. Use a separate box for your hard drives, CDs, software and USB keys (as well as user manuals).
3. Disconnect all cables and power cords – make sure you mark each with its destination port to facilitate reconnection. Pack them separately, with their user guides.
4. Keep your user and software licenses with their serial numbers. Pack them with your important documents.
5. Put your computer equipment in its original box, if possible; otherwise use an appropriately sized box.
6. Use packing materials that don't produce static electricity (avoid using standard bubble wrap or Styrofoam "peanuts"). The best option is to use unprinted newsprint.
7. Fill the bottom of the compartment with crumpled newsprint and place your CPU (in its packing) over it. Wrap it with newsprint so that it doesn't shift inside the box. Seal the box with packing tape.
8. Use the same procedure to pack your keyboard/mouse and monitor.
9. Remove all ink and toner cartridges from your printer. Dust it before packing.
10. Pack your printer, following steps 5 through 7.

For your laptops and tablets, we recommend using their regular carrying cases or sleeves.



CD / DVD / Blu-ray players/ Game consoles:

1. Remove all disks and other media from the players.
2. Put your readers and consoles in their original boxes or in an appropriately sized box. Line the bottom of the compartment with crumpled newsprint. Place your reader or console in the box and fill any empty spaces on the sides or top with crumpled newsprint so as to completely fill the box. Then seal it with packing tape.
3. Put your CDs, DVDs and Blu-rays in separate boxes of the same size used to pack books.

Mirrors, large framed photos and glass tables:

Cover the glass with masking tape (to prevent scratches and fingerprints). Try not to touch the frame with the tape.

Use large boxes and telescoping tubes. Assemble the boxes to create a large 3D rectangle. Protect all four sides with the tubes, adding the top one last, after inserting the frame/mirror/table. Apply packing tape to every joint of the resulting box. Pack only one item per box.

Small frames:

1. Cover the frames with masking tape.
2. Wrap them in a generous layer of newsprint.
3. Insert them into partly assembled boxes.
4. Seal every side of the box with packing tape.
5. You can also put several frames in the same box by wrapping them with 5 layers of newsprint and laying them flat.

Bedrooms

Photos and ornaments:

Wrap them and put them in a compartmentalized box. You can wrap particularly fragile or small items in a shoebox ahead of time.



Statues and figurines:

Follow the same packing instructions as for glassware. Remember to pad your boxes with crumpled paper.

Curtains and drapes:

Use wardrobe boxes for packing curtains and drapes.

1. Fold your curtains lengthwise.
2. Wrap them in pairs with paper.
3. Hang two curtains on each clothes hanger. Ideally use wooden hangers and cover the lower horizontal bar with paper to prevent the curtains from sliding and falling off.

Books:

Organize them by size. Wrap your best books with tissue paper. Place them upright in a box, and pack paperbacks and magazines on top.

Mattresses and box springs/bed frames:

Slide the mattress from the bed directly into a mattress box. Seal the box with packing tape.

Bedding and linens:

Fold your linens and place them in a box. Wrap fine bed sheets (silk, Irish linen, etc.) in tissue paper first.

Shoes:

If you don't have shoeboxes, wrap your shoes individually and then in pairs. Put them in medium size boxes or use them to fill empty spaces in other bedroom boxes (except wardrobe boxes).



Clothes closet items:

1. Assemble a wardrobe box and set the hanger bar into notches.
2. Hang your clothes individually to prevent wrinkling. Remove any plastic covers (from drycleaners, etc.) so that they don't melt on or discolour your clothes. Don't include any empty hangers.
3. Seal the box with the packing tape.

Note: Don't place anything on the bottom of the wardrobe box.

Folded clothes:

Leave them in the dresser drawers (if not too heavy). Remove any small loose items from the drawers and pack them separately. If you plan to store your furniture, remove your clothes from the drawers and place them in large boxes.

Bathroom

Medications, bottles, cosmetics and shampoo:

Seal each bottle or tube with masking tape. Wrap bottles in newsprint. Put these items in the same type of box used for books, and pack any medication you are currently using in your luggage.

Cleaning products:

Use masking tape to seal each item. Put them in small or medium size boxes (don't pack anything else with cleaning products). Don't pack any flammable products.

Laundry, garage, basement, attic, patio

Washer:

Turn off the water valve and unplug power cord, then remove the washer's water hoses. Seal the ends of the water hoses to prevent damaging the drum, then put the hoses in the drum.



Ask your Transport Lyon representative how to prepare the drum and to keep it from moving during transportation. We suggest that you let your mover take care of this step.

Gas appliances:

Gas appliances and dryers should be disconnected by professionals. It is dangerous and sometimes even illegal to do this work yourself.

We will be happy to help you in this task.

Equipment with propane tanks such as gas barbecues should be emptied by a licensed professional.

Garden tools:

- Long-handled tools: Tape them together with masking tape.
- Power tools (sanders, circular saws, etc.): Disassemble and pack all parts safely in large boxes. Use newsprint to fill the box and protect your tools.
- Hand tools: Pack them separately or leave them in your toolbox, filling any spaces with crumpled paper. Pack any loose tools in a small box.

Lawnmowers, motorcycles and other motorized equipment:

Drain the oil and fuel completely before the movers arrive.

Tips for unloading and unpacking

- Supervise the unloading. Tell the driver and the moving team where to place the furniture.
- As the truck is being unloaded, match the boxes against your inventory.
- Start by unpacking the boxes marked "Open First."
- Unpack your belongings one room at a time.
- Break down emptied boxes.
- Fill a box with the used packing paper.
- Your move was a success. Now relax and enjoy your new home!