

# Be Safe Be Considerate

## **Packing Guidelines for Schools Moving**

*The following guidelines should be followed in order to insure a safe and efficient move*

**Only use boxes that can be completely closed at the top and bottom-**

- The bottom and top of each box should be securely taped with packing tape.
- There will be 2 sizes of boxes-one for books 15 " x 12" x 10", a larger one for miscellaneous items 20" x 14" x 14".
- File cabinets should be emptied and contents placed in file storage boxes. Check with the office for these types of boxes.

**Boxes should not weigh over 50 lbs-**

- Boxes weighing over 50 lbs. are likely to come apart during handling.
- General Rule-If the box is too heavy for you to lift waist high, it's too heavy.
- Boxes weighing over 50 lbs. cannot be stacked very high in the moving truck, thereby limiting the size of each load and are more likely to cause injuries.

**How the box is packed makes a difference-**

- Boxes with unused space will crush under the weight of other boxes.
- Unused space can be filled with packing material such as newspaper.
- Heavier items should be placed in the bottom of the box.
- Items in each box should be packed in such a way that they do not shift.
- Boxes that aren't packed properly create a hazardous working condition for moving crews and increase the possibility of damage to the freight.

**The destination of each box should be labeled on each long side of the box-**

- Teacher name and new classroom number should be indicated.
- Use permanent black markers on the colored labels provided to label boxes.

If clear plastic storage containers are used, label the container by taping the information to the inside long side of the container, so that it is visible from the outside. Please keep in mind that these types of containers do not move very well. They often split open.

