

# **Tips on Preparing for Residential Moves**

*Courtesy of Shamrock Moving & Storage Inc.*

## **Flooring:**

- If you have hardwood floors at your new home, we recommend that you buy felt pads, available at any hardware store, to apply to the feet of your furniture, particularly your largest and heaviest items. You can apply the pads to the furniture at your new home before they are set in place.
- If you have light colored carpeting at your new home, we can provide carpet runners. However, we will only put them in the heaviest traffic areas, i.e. hallways or the center of large rooms.

## **We Cannot Move:**

- We cannot move Hazardous or Flammable Materials including: Combustible Liquids (Motor Oil...), Corrosives (Bleach...), Explosives (Ammunition or Firearms), Flammables (Propane tanks...), Compressed Gasses: (Fire Extinguishers, Scuba tanks...).
- All jewelry, expensive goods, small electronic items, such as iphones, laptops, ipads, etc. and firearms are the owner's responsibility to pack and move themselves as per PUC regulations.

## **Crates:**

- Large pieces of glass and marble need to be crated in order to be covered by your valuation coverage. If you would like a wooden crate, we need at least 5 days' notice to have it built in time for your move. Please call the office with the exact dimensions of the piece(s) for which you want crates. If you opt not to crate your goods, we will take every reasonable precaution to protect them.

## **Estimates:**

- If you have received a written estimate moving only, the estimate is based on you being packed and ready to go. We can help you pack some or all of your items, please ask our office or your estimator for details. At the end of the move we will be happy to assist you with rearranging but this may add time and cost.

## **Instructions:**

- Remove any keys from file cabinet or desk drawers and keep hold of them throughout the move.
- Some smaller, solid and strong dressers and chests can be left full with clothing or soft goods. Please remove any breakables or items that may spill in transit. All pressboard furniture and some larger heavier dressers and chests may need to be emptied to move safely.
- We provide the use of up to 10 wardrobe boxes, which hold about 2 feet of closet space, free of charge on the day of your move for all of your hanging clothes.
- Cushions from your couch, pillows, bedding, etc. should be put in large cardboard boxes or heavy duty plastic bags, they may also be placed in wardrobe boxes that are not used for clothing.
- All two-drawer pedestal file cabinets can be left full. All desks must be completely empty as they will be on their side at some stage throughout the move. 4 drawer upright file cabinets can have the bottom two drawers remain full if there are stairs, if there is an elevator at both ends you may leave all 4 drawers full. Lateral file cabinets must be emptied if there are stairs, if there is an elevator at both ends you may leave the 2 bottom drawers full.

- Electronics such as VCR's, etc. should be put in their original boxes if possible. If that's not possible, our movers will prepare them for you.
- Boxes should be marked as to which area of the house/apartment they will be going in your new home. If there are any fragile goods in the box, please mark them FRAGILE so the movers can see it.
- All lamp shades need to be put in boxes in order to be covered by the valuation coverage. If you do not want to box them, we recommend you take them yourself, as they are difficult to move safely in a large load on the truck when they aren't boxed.
- Do not water plants for at least 2-3 days before your move.
- Washing Machine: Try to complete all loads of laundry 2 days before your move. Drain excess water out of the washer; if necessary take the unit outside and tip and pour out remaining water from water hose. Remove all fittings and hoses, place inside a bag, and place bag in the washing machine. Tape the lid shut. Tip the washer once again without fittings and hose. Tape the power cord to the unit. Our movers can help you with this if necessary but only under your supervision.
- Dryer: for gas dryer, you may want to have someone with plumbing/ heating experience remove the fittings from the gas pipe. This is a simple process, but if done incorrectly, may turn into a major liability. Disconnect exhaust hose from the back of the dryer and from the wall, place inside a bag and place bag in drier. Tape the lid shut and tape the power cord to the unit. Our movers can help you with this if necessary but under your supervision.
- BBQ: Remove all ashes from the Barbeque. Place a plastic bag over the grill to cover the grease; otherwise our blankets will get dirty. Most importantly – we are not allowed to move propane tanks, so please remove any propane tanks – you will need to move those separately on your own.
- Boxes are to be a proper, manageable size and sealed. No books are to be put in large boxes.
- Packing while the movers are working is not the most efficient situation and all packing should be done before the movers' arrival.
- If we will be using elevators on your move, please reserve the elevators beforehand.
- Complete access to the elevators will ensure an expedient and efficient move.
- If you need packing materials remember we sell packing materials at competitive prices, over the phone or on our website at [www.shamrockmovingstorage.com](http://www.shamrockmovingstorage.com) Packing materials are delivered to you free of charge at your convenience.

### **Parking:**

- If street parking is difficult and will restrict easy access for the movers, i.e. your residence is on a street car or Muni line, there is a bus stop in front of your building, the street is narrow or windy, etc. and you will need to arrange for parking for the truck through MTA in San Francisco and your local in PD/City Helpline in all other areas. Each truck will need 35-40 feet for parking and maneuvering. Additionally, when scheduling your move, please take into account parking restrictions, such as commute time tow away zones and street cleaning schedules. Our office can help organize parking permits if necessary. Please see our "Resources and Reminders" page for additional information.

**PREPARATION IS VERY IMPORTANT. IF DONE  
PROPERLY, IT CAN MAKE THE MOVE FASTER, SAFER,  
AND LESS EXPENSIVE FOR YOU.**