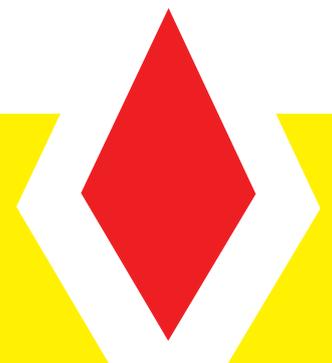


# A Guide to Moving Home

Help & Advice from

[www.diamondremovals.com](http://www.diamondremovals.com)



# Making Removals Easy

## Diamond Removals

---

### Here to help

Whether you choose one of our removals packages or not, we can still help, and it's free.

If you have never moved before it may be somewhat daunting. If you have, you'll know how stressful it can be. By reading through our Moving Home Guide, you should gain an understanding of the key considerations.

We haven't covered absolutely every scenario but we have included the most common aspects of moving, including planning, packing, storage, moving home based offices plus the 'soft-skills' of moving with children and pets.

If you do not find the kind of advice you are looking for, let us know and we'll do our best to help and advise.

### Contents

1. Planning	3
2. Packing	6
3. Storage	7
4. Children	8
5. Pets	9
6. External items	10
7. Home-based Offices	11

# 1 Planning

## Its all in the planning

The key to a smooth move is to think about all the aspects well in advance of having to actually do them. You can avoid mishaps with a well-conceived plan that will help keep everything in check (and keep your cool) and give you a greater ability to deal with unforeseen events.

Arrange your move date as far ahead as possible. The more time you have, the easier it will be to actually get everything done in time. By having everything prepared in advance, in the unlikely event that you have to delay or postpone your move, you'll minimise the impact.

Take the opportunity to save money by revising your current outgoings and look around for better deals while and cancelling anything you don't need. Its a good time to turn over a new leaf. The more organised you are, the quicker you can start afresh after your move.

You shouldn't move everything you own as it takes time, effort and money so consider disposing of unnecessary and unwanted items. No matter what it is - that big jar of pennies, the unused rowing machine, the outgrown kids toys - ***if you don't use it don't move it.***

Ideally you will have at least a month to your move date. Here's a typical plan.

### 4 Weeks to go

- File a change of address form with the Post Office for each person receiving mail at your home.
- Notify creditors, magazines, and book and record clubs of your new address.
- Contact doctors and dentists for your family's medical records. Ask your doctors for colleague recommendations in your new area. Get copies of renewable prescriptions.
- Decide which items should be discarded or donated to

charity. (Consider having a garage sale.)

- Complete a home inventory listing each possession, date purchased and value.
- Notify your local authorities (water, gas, electricity) to have your service turned off after your departure. Contact utilities at your new home for connections.
- Notify your children's schools, your church, clubs and any other organisations of your impending move.

### 3 Weeks to go

- Decide which items you will pack, and request delivery of packing materials from us.
- Sketch out the floor plan of your new home to determine placement of furnishings.
- Make a list of names, addresses and numbers you will need or want to remember.
- Pack your local phone books and directories so you can contact businesses after your move.
- Notify us if anything about your move has changed,

such as the number of household goods, the destination, or the date/time of your move.

- Transfer contents of safety deposit box.
- Check your home & contents insurance providers to see if moving your goods is adequately covered.
- Transfer insurance to cover fire, theft and personal property at your new home.
- Dispose of all unwanted items. Consider donating these to your local charity shop.

# Making Removals Easy

## 1 Planning

---

### Its all in the planning

#### 2 Weeks to go

- Plan the trip to your new home.
- If you are driving, have your car serviced.
- Return and collect borrowed items.
- Service appliances at your current and new home.
- Dispose of flammables such as petrol, matches, cleaning fluids, bleach, pressurized or aerosol cans.
- Cancel papers, window cleaning, milk deliveries etc.
- If moving your TV antenna or satellite dish, make arrangements to have it taken down.
- Arrange for ample parking spaces at your old and new addresses if necessary. Contact your local council for permits if required.

#### 1 Week to go

- Transfer bank and savings so you do not lose interest.
- Arrange to discontinue your telephone service.
- Set aside the items you're taking with you.
- Keep clean rugs and curtains in protective bags.
- Use up your frozen food supply or give it away.
- Drain fuel from mowers and other power equipment.
- Empty your loft/sheds and pack these external items

#### The day before

- Pack a box of items that you'll need when you arrive at your new home, such as disposable plates and cups, cold drinks, snacks, tea bags, coffee, dried milk powder, electric kettle, non-aerosol cleaning supplies, light tools, bathroom items, bin bags and light bulbs. Take this box with you or have the driver load it last and unload first.
- Defrost, thoroughly clean and dry refrigerator.
- Take pictures & mirrors down and put all in one place.
- Charge all mobile phones

#### Move day

- Disconnect your cooker, washing machine, dishwasher and disconnect any light fittings.
- Make sure plants are drained of excess water.
- Be on hand when the Diamond Removals driver arrives and throughout the loading process.
- Check on the condition of your goods as they are loaded.
- Make a final tour of your home. See that nothing is overlooked. Lock all windows and doors, and turn off all switches.
- It is a good idea to arrange for a friend to have the children if possible.
- Either take your pets to kennels, a friend's, or ensure they are in a locked room during the removal.
- Jewellery and cash should be moved by you and is your responsibility.

# 1 Planning

---

## Its all in the planning

### The Kitchen

Commonly the busiest room in the house is last. That can lead to hazardous packing, so start with all those things you rarely use; special china, the christmas platters and that big coffee pot. Get these early. Gather dishcloths and pot holders and use them for extra padding. Pack plates standing on their edges, never flat. Nest bowls, cups and glasses inside each other after wrapping and fill any empty spaces with appropriate packing material.

Try and avoid moving opened food containers. With spices and grains, first consider their age. If these are a year old or more throw them out. If you must take opened containers, tape them shut securely and enclose in plastic bags before packing. Appliances should be clean and dry on moving day. This means defrosting and airing freezers and refrigerators, and contact your gas supplier to disconnect gas appliances. Internal motors must also be secured.

Your removal crew will prepare your washing machine for moving and reconnect it. If you have appliance operating instructions, tape them inside so they are easy to find.

### The Dining Room

Delicate crystal, china and bric-a-brac need extra protection. Consider boxing some things up before putting in packing containers. If you seal napkins and tablecloths in plastic bags, you can use them for additional padding. Make sure everything is snug and mark the boxes FRAGILE.

If you have fine silver, avoid discoloration by making sure it is clean, and don't wrap using rubber bands. If you have a case for it, fill in all the empty spaces with soft cloth or tissue, seal shut with wrapping paper and tape and then wrap in toweling. Otherwise, wrap each piece in soft cloth or special silver paper before packing. This will protect it from scratches.

### The Living Room

Mirrors and framed pictures need to be packed in cardboard that you can obtain from us. Lamps should be dismantled with shades boxed and bulbs removed. Use the most appropriate size of box and **do not use newspaper** for packing. Use as little paper as possible to avoid denting. Dried flower arrangements should get the same treatment as lampshades, and make sure to label the boxes with THIS END UP.

Electronic equipment should be moved in original packing cartons if available. Secure all parts prior to packing. Be mindful that summer moves heat can be an issue therefore items such as candles, CDs, records and tapes and are all at risk. Consider taking them yourself, or shipping in a way that will reduce transit time.

### The Bedroom

Clothing can either be folded and packed or hung in wardrobe cartons (we will provide these). Try to keep out-of-season or special occasion clothes together. When unpacking, you'll be able to leave those for last. Dresser drawers may be packed with lightweight clothing, but be sure to remove any liquids and glass items first.

For conventional beds, strip these completely but leave them assembled as we will dismantle these and reassemble them in your new home. If you have a water bed, empty it the day before the move. If you have Canopy and Four-Poster beds, please tell us as these require additional attention. Flammable aerosol items cannot be moved in the van so you should throw them out or take them with you.

# Making Removals Easy

## 2 Packing

---

### Organise in situ

You'll be surprised how organised you can be by following some very simple common sense tips.

Pack items in the rooms that they will go into and label each box with a basic list of contents and a location (i.e. Bedroom 2). If you pack in each room in this way, you'll find that these marked boxes will be placed accordingly. And when you unpack, you'll have less to move about.

Before you do anything else, seal the box with brown tape and with a black permanent marker write the room name on the tape with a small description of the contents. Well-labeled boxes will save time and help keep your move running smooth. Also, it makes it easier and quicker for you to unpack.

Incorrect packing is the main cause of damage. When you've done it right, the box should weigh no more than 50 pounds and shouldn't rattle when moved.

The sides shouldn't bulge, and the top should close without caving in. Use paper to fill empty spots, and don't hesitate to take out items if the box is too full.

The heavier the item, the smaller the box should be. Keep this in mind when your packing books and records and always test the bases by lifting them gently provided that you are able to do so.

There are two things you can do to protect breakable items. First, don't mix them with heavy items. Second, cushion them well.

The bottom of each box needs a layer of crumpled paper, with additional cushioning layers in the middle and top. Make up or obtain 'FRAGILE' stickers, to mark the outside of appropriate boxes. If a box must be kept right side up indicate this on the tape.

And finally, ***never pack a blank box.***

# 3 Storage

## Keep your items secure

Just in case you need some additional storage.

### Preparation

Check that all personal papers and documents are retained by yourself prior to putting your possessions into storage. Should you require access to your stored items, this can be arranged at a small cost. With regard to appliance items such as cookers, washing machines, fridges and/or fridge freezers - these should all be disconnected prior to the moving day. This can be arranged through our free phone number. Please confirm if you wish to book this service by going to our contacts page. Fridges and Freezers should be washed out with detergent to avoid unpleasant odours. They should be dried thoroughly.

### Long Term Storage

Washing machines and dishwashers must be completely drained of surplus water. Damp, mildew and seizure of component parts can occur when these appliances are not used for a considerable length of time. Even when our own storage space is fully taken up, we do our very best to find you the best deal for your requirements.

### Self Storage

Boxes should be filled to capacity to avoid them tipping or collapsing - use bubble wrap to fill gaps. Use smaller boxes for heavy items so that they are easy to lift.



### Diamond tips

- Individually wrap crockery, glasses and fragile items in bubble wrap before storing.
- Label or number your boxes - keeping an inventory of your items, for easy reference.
- Wrap pictures and mirrors individually in bubble wrap, mark them as fragile and stack on end.
- Drain freezers, refrigerators (wipe the inside surfaces with bicarbonate of soda) and washing machines prior to storage. Make sure you store these items with the door wedged open.
- Garden equipment should be cleaned and dry - wipe metal surfaces with WD40 or similar, and drain petrol and diesel from machinery, before storing.
- Ensure that no sharp edges protrude.
- Place a dust sheet on the floor of the room, put bulky or heavy items in first, stand sofas and mattresses on end, leaving an air gap between items, and do not stack or lean anything against walls.
- Remove legs from tables, wrap the top in blankets and stand on end, or lay them on blankets top down with legs pointing up. Stack chairs 'seat to seat'.
- Lay dust sheets for protection over your goods and soft furnishings and do not place heavy items on sofas or mattresses.
- Maximise available space by stacking similar sized boxes together; items that you will need to get to frequently should be stored close to the door for easy access.
- Heavy equipment should be put on a pallet for easy removal.

## 4 Children

### Guide them through it

With a gentle hand and well chosen words of encouragement, moving home could make for a stress-free event.

Moving home can be one of the most stressful times in your life. Although the reasons for moving home are usually positive, for example, a larger property or a new job, the actual move itself can be traumatic. Adults can usually adapt to their new circumstances fairly quickly, especially if they are already familiar with the area. For children, the move can be less easy and they may not adapt so quickly to their new environment.

However, most children do learn to love their new home and eventually see the benefits of the move. Here are some suggestions for helping children feel at ease with moving house.



#### Diamond tips

Be honest with your children. As soon as your move has been confirmed tell them about it and explain the reasons for it.

- Be positive. Even if you have some doubts about moving make sure that you emphasise the positive aspects. For example, tell them they will be living near the sea or country or in a city that is filled with exciting places to visit.
- If possible, take the children to see the new house and ask them which bedrooms they would like. If your children are old enough, let them choose how their room will be decorated.
- Let them help you to pack up the old home. Give them each a box and ask them to pack some of their possessions.
- Encourage children to talk to their friends about the move and to swap addresses, telephone numbers and email addresses.
- Once the children arrive at the new address, allow them to telephone their friends and tell them about their new home.
- Contact organisations that your child has been involved with. Visit local leisure facilities such as the swimming pool and cinema.

# 5 Pets

## A change in environment

Pets have no idea what is going on but you can make it easier on them.

Not all pets take a change in environment easily and it can cause distress to some. It's about familiarity, routine and a sense of spacial belonging for our larger pets like dogs and cats.

It's a good idea to arrange for your pets to be looked after by friends or a kennel as things can seem quite hectic. The day of the move will be stressful enough without having to worry about your pets.



### Diamond tips

- Try and keep to your usual routine as much as possible. Make sure pets are fed and exercised at the same times.
- On the day before and during the actual move, only give your pet easily digestible food and water. This will help to reduce the risk of vomiting and diarrhoea.
- Make sure your pet has an identification collar, tag or leg band.
- Take your pet to the vets for a physical examination. If you have a nervous pet, you may consider using tranquilisers for the move.
- Avoid temperature extremes. Try and ensure that your vehicle is neither too warm nor cold as this may make the animal stressed or ill.
- Once you arrive in your new home, keep your pet locked in one room before releasing it into the rest of the house. This should allow the pet to acclimatize. Make sure your pet has water, food, a litter pan and some toys.
- Cats are particularly sensitive to moving house. Use a strong cat carrier to transport your cat. It may be necessary to lock the cat indoors for several days before being allowed outside. This will reduce the risk of your cat running away and trying to find its old home.
- If you are moving other pets (fish, reptiles, birds, etc) consult your supplier and/or seek professional advice on how best to move them.

# Making Removals Easy

## 6 External items

---

### Don't forget the sacred shed

Think garden furniture, tools, shed & garage items, play frames, barbeque sets and the garden gnomes.

Think garden furniture, tools, shed & garage items, play frames, barbeque sets and the gnomes.

Before you move anything that's been in a storage area, clean it well and make sure it's in sound condition. Drain garden hoses and empty and wash any plant containers or garden equipment using soap and water. Petrol powered equipment, such as lawn mowers, motorcycles or snow blowers must be emptied of all fuel and oil a few days before the move to assure complete evaporation.

Try to think about your external items well before your move. You will find things much easier if you organise garden tools and furniture in much the same fashion as you will organise your furniture.

If you have a garage or workspace, say a shed or garage extension, you may need to pay particular attention to your tool sets and power tools. If you happen to have heavier items such as desk lathes or welding kits, please let us know as soon as you are planning to move as we have to bring in some equipment to help.

Remember, if you have garden tables and chairs, or children's play frames and slides, take them down last, for the sake of your kids (See our Moving with Children Advice section) and put them up in your new location, if appropriate, on the day you move in. Think of keeping the children sweet and out from under your feet.

# 7 Home-based Offices

---

## A move within a move

If you work from home both you and your customers will benefit from a smooth transition.

### Keep everyone informed

One of the primary concerns with moving a home-based office is in regard to telephony and net access. Well before your move (at least two months if possible, a month at least), tell your people; internet service providers (ISP's), web hosts, telephone firms.

You may have to open up a new account (and probably a new contract period) with ISP's and telephone companies in particular, so be prepared to have two services running in overlap for maybe a week while you get things set back up.

Inform your clients and customers in writing well in advance and ensure that you have taken sufficient time off for the move and remember to update your stationary (have it printed as soon as you can) and your web site to inform people of your period of unavailability and due return date.

Also, ensure that any e-commerce and supplier accounts in use are updated. A mail redirect service is a good idea so you are sure to get any mail sent to your old address as the individual suppliers update your account.

### Packing

Provided that you have a relatively well organised office, it is recommended that you pack and label your boxed/packed items as they would be placed (i.e. Office:Desk items, Office:Bookcase, etc). Doing this means we can place packed boxes close to where they should be and you'll find it easier and faster to get unpacked and re-organised.

If you still have packaging for items such as computers and monitors, use them. Pack away everything other than what you need to keep online and in touch. Keep available any overlapping work and project files so that you can respond to any urgent enquiries.

### Back up your data

This might sound like overkill but think about it; even if you are moving your own computer equipment, a knock or shunt could cause unforeseen complications when you come to set it all up and boot up. One should be in the habit of backing up data periodically and a move is as good an excuse as any to do it. Back up on to a separate external drive if you have one and carry this in a suitable protective case.

and

## Remember...

### Don't overdo it

We advise not moving heavier items - let us take care of that. After all, it's not worth putting your back out and missing out is it? Just stay on the safe side and ask us to deal with the more difficult tasks for an easy move.

Discuss you move with us and we'll help each other arrive at an efficient, practical and workable solution and get you in a position to return to doing what you prefer to be doing.

### Need more help?

Don't hesitate to get in touch with us about any aspect of your move with us as we are only to happy to help.

Feel free to print this guide and offer it to those you know are moving home and do let us know what you think.

0800 085 9820

[info@diamondremovals.com](mailto:info@diamondremovals.com)

[www.diamondremovals.com](http://www.diamondremovals.com)



Diamond Removals is a member of the Road Haulage Association

