

# We make preparing for your move easy.



## Please review these important guidelines prior to your move:

- Be sure your room is clean and everything that is going to be moved is stacked in one place and properly labeled.
- All items should be readily accessible. Remove all posters, art, mirrors, draperies and hardware which have been screwed, bolted or otherwise affixed to walls in your residence hall or off-campus apartment.
- Any items that you do not want Interstate to move should be set aside and clearly identified, including prescriptions and medical equipment (e.g., nebulizers, CPAP machines, etc.), laptops and mobile devices.
- You should advise your Interstate move team of any items that need special care and handling. This includes large items which may not fit through normal door or stair openings, as well as very heavy items. The move team is not permitted to remove doors, stair railings, windows, etc.

## Helpful Packing Tips

- Place your label on the front, middle of each box or item that is being moved. Do not place the pre-printed labels on the top or bottom of the box. **Only items that are properly labeled can be moved.**
- Use the label provided to label items that are being shipped to your home.
- When sealing your boxes, use at least three strips of the provided tape on both the top and bottom of each box.
- Place any fragile items in the center of your boxes with soft items surrounding them, like clothing or blankets.
- Crumpled paper should be used at the bottom and top of each box for cushioning. Fill all open spaces in boxes with items or with paper. Fill boxes to the top to prevent the box from being crushed.
- Do not overpack. The maximum weight allowance per box is 70 lbs. Contact your customer service team for additional boxes or guidance on next steps.

- Pack evenly by distributing your heavier items throughout the box to avoid breaking the box. If possible, place the heavier items on the bottom of the box.
- The original manufacturer’s packaging or carton, if available, should be used to pack computers, electronics, collectibles and other fragile items.
- Personal items and toiletries (e.g., open shampoo containers, liquid cleaning supplies) should be removed and not packed along with other items to be shipped or stored.
- Loose items, like pens, pencils and clips, should be placed in a sealed envelope or consolidated before placing in a box.

## Additional Packing Tips

**Lamps** – Remove the lamp shades and light bulbs. Wrap the lamp shades in plastic or put them in a box to keep them clean.

**Rugs** – Roll your rug as tightly as possible. Place tape in 3 separate locations to secure it. Wrap the rug in plastic to keep dust out.

**Furniture** – Remove all items from your drawers and cabinets and pack them in a box.

**Plastic Drawers/Shelves** - Tightly pack any contents remaining inside the drawers. Use tape to secure the drawers shut.

**Mini Fridge** – At least 3 days prior to your scheduled pick-up day, unplug your mini fridge, clean it properly and leave the door open. By doing this, you will ensure the inside is defrosted and dried out to prevent mold.

## Moving Box Sizes and Uses

**Small**  
(18”x18”x16”) Books, magazines, hand tools, canned goods, Blu-ray discs and smaller/heavier items. Hard cover books should be packed upright, linens, pots, pans, shoes, purses, lamp shades and plastic kitchenware, computers and other electronic equipment.

**Medium**  
(18”x24”x18”) Blankets, pillows, comforters and artificial plants/flowers.

**To ensure the protection of your belongings, as well as our equipment and vehicles, the following items CANNOT be packed or loaded onto the moving van:**

- ⊘ Aerosol cans, ammunition, flammables, fluorescent bulbs, open liquor, perishable food items and live plants.
- ⊘ Detergents, bleach or any other cleaning supplies.
- ⊘ Any goods that are not sealed or cannot be sealed in glass, metal or heavy plastic containers.
- ⊘ Liquids in glass containers which may expand, contract or freeze in high or low temperatures.
- ⊘ Liquids in plastic containers which are not factory-sealed to prevent leakage.
- ⊘ Valuable items such as coin or stamp collections, jewelry, cash, stock certificates, important papers and documents, passports, GWorld ID.

**For questions regarding packing, contact us at  
TeamGWU@invan.com or 703.226.3152.**

