

Performing a Do-It-Yourself (DITY) Move

If you are considering performing a Do-It-Yourself (DITY) move, you must talk with Relocation Management Worldwide, Inc. (RMW), even if you've not yet received orders. The RMW counselors (901) 680-8300 will provide you with information on the do's and don'ts of a DITY move.

If you are physically fit and have 5,000 pounds or less of household property and a friend or two to assist, performing a DITY move with a rented trailer or truck is probably a reasonable choice. If you have more than 5,000 pounds of household property then hiring a moving company to perform your DITY move may be a better choice. You will still need friends to assist. Your reimbursement will be for actual expenses not to exceed the government's estimated costs to complete the move. Storage is included.

With a DITY move you assume the responsibility for packing as well as loading and unloading your household goods. You also assume full liability for all of your property.

Make sure you understand the different options available before deciding how you'll move your household goods (HHG).

What to Move

- ___ The 18,000 pound weight limit for HHG also applies to DITY moves.
- ___ Pay attention to the doorways and hallways in your new residence. Some of your old furniture might not fit and will have to be discarded after you have moved it.
- ___ Take inventory and arrange your HHG into three categories: items to move into your new house; items to be put in temporary storage, and items you're going to sell or give away.

Items not to Move

- ___ Hazardous materials. A contracted carrier will not transport or store these materials.
- ___ Perishables. A contracted carrier will not transport or store these materials.

Packing Plan

- ___ Give yourself plenty of time to pack. Start packing items you don't use on a daily basis a couple of months prior to loading the truck. Label all boxes with contents and a number and keep a list of all boxes. Do not pack this list.
- ___ List rooms and closets in the order you wish to pack.
- ___ Establish a staging area to stack boxes as you pack them.
- ___ Pack boxes on the main floor of your home. It is easier to carry individual items to the main floor than it is to haul fully-loaded cartons up or down stairs. Boxes may become heavy so pack them in or near where they will be staged for shipment and they will not have to be carried.

Packing Techniques

- ___ Sturdy boxes, packing tape, bubble wrap, can be purchased at moving companies and truck-rental firms. Magic markers and weather proof labels are a must.
- ___ Supplement your purchased packing materials with crumpled paper, blankets, pillows and clothing as a cushion between breakable objects. Newspaper is not recommended because it crumbles with age and the ink will dirty everything, including you.
- ___ Pack one room at a time, use a broad tip marker for labeling each box with a description of its contents and its destination (e.g., living room, bedroom).

Packing Techniques - Continued

- ___ Pack heavy items in small boxes to make them easier to carry.
- ___ Do not place heavy items on top of light items. Light items will be crushed.
- ___ Don't apply tape directly to a polished or painted wood finish unless you like tape marks.
- ___ Avoid packing in rubber/plastic storage containers, they are less crush resistant than boxes and their lids come off easily and may crack in cold weather.
- ___ Do not over pack boxes with books (25-25 pounds maximum). Use 1.5 cubic foot boxes.
- ___ Do not water plants just before moving. Do this several days earlier. Plants will wilt in a hot trailer and perhaps die from the dry heat.
- ___ Tape cardboard on all mirrors and glass items for extra protection. Create protective sleeves for them and use plenty of paper packaging around them.
- ___ Remove chimes and pendulums from clocks or have a third party specialist do this.
- ___ Plates and record albums should be packed on end vertically, rather than placed flat and stacked.
- ___ Remove lamp bulbs and lamp shades before packing your lamps. Pack them separately.

Packing the Truck

- ___ Load the truck a quarter at a time, packing it tightly from the floor to ceiling with heavy items on the bottom. Secure each quarter with rope tied to the tie-down rings.
- ___ Place bureaus, large china cabinets, sofas, refrigerators, and other heavy appliances against the front wall of the truck. Use protective covers on sofas and mattresses. Then load chairs, tables, bookcases and light items towards the back. Remember to balance the load on a utility trailer. The vehicle's trailer tongue weight should not be exceeded.
- ___ Stand large, flat items like mirrors, mattresses, box springs and tabletops upright against the truck walls and tie them securely.
- ___ Wrap mirrors and pictures with protective pads or use a special mirror carton and store them on end.
- ___ Stack lighter boxes on top of bigger, heavier ones. Do not use furniture to stack boxes.

- ____ Carry valuable papers and items with you in the car or cab of the truck so they do not get lost or damaged.

Helpful Tips

- ____ Tools and parts for assembling beds and other furniture should be easily accessible in a well marked container or tool box. Wrap them to keep them from getting lost.
- ____ Keep a notebook with all you planning, tasks, and important move-related information.
- ____ Keep a detailed log of moving expenses in your notebook and make sure you keep all of your receipts.
- ____ Keep a floor plan of the new house with you for reference while you pack and for moving day. Measure your furnishings and place scale models onto your floor plan to assure they will fit into the new space.
- ____ Pack a box with some of the essentials you may need upon arrival at your new home. Include items such as toilet paper, toiletries, towels, snacks, coffee (and pot), soap, can opener, paper plates, cups, utensils, a couple of pans, paper towels and a flashlight. Place this box at the back of the trailer for easy access.