

# Residential Moving Checklist

Moving can be a very complicated and time consuming process, but it doesn't have to be. We here at Move Logistic have created a guide that you can follow to have the smoothest move possible when working with us.

## 2 Months Prior to Moving

- Commit 1-2 persons to manage move & maintain communication with Move Logistics representative
- Identify move dates and work with your family to ensure everyone is aware of target dates
- Begin discarding items not going to new location
- Obtain floor layout for new location to determine more or less where furniture and personnel will be put. Measurements may be needed to ensure items will fit as planned.
- Obtain moving supplies-Don't worry we can provide & deliver you all moving supplies!
- Begin compiling an inventory of all furniture and important items.

## 1 Month Prior

- Begin packing common areas i.e. kitchen, living room, closets.
- Have family members begin packing personal belongings and files into boxes.

Tip 1: All heavy items such as books should be packed in small boxes

Tip 2: All boxes should be taped very well on bottom and top to ensure safe transport

Tip 3: Please be sure all loose and personal items are packed properly, & boxes are clearly labeled as to 'who' boxes belong to

- ensure you know where all your electronics and wires are packed for when you arrive at the new location.

- Reserve elevators and loading docks for moving day if needed.
- Coordinate changing of locks and access codes for new building. This ideally would be handled before move occurs.
- Finalize floor plans, seating arrangements, and electronics placement.

Tip 4: develop a color or number system in order to label important rooms and furniture pieces. Put onto a blueprint of new rooms for reference. Make several copies.

## **1-2 Weeks Prior**

- Ensure every family member is 100% packed and ready to go.
- If possible, arrange a tour of the new location so that everyone understands the new floor plans.
- Ensure Electricity and A/C are connected prior to move.
- Coordinate 1-2 other people to help you manage and work with movers. Create copies of blue prints to give to staff members who will be directing movers.

## **1-2 Days Before Moving Day**

- Check once more that all desks, file cabinets, fridges, etc. are completely empty.
- Ensure all computers, telephones, TVs, and cables/wires are disconnected and packed.

Tip 5: Every family member should take their own immediate necessities

- Begin putting color coded or numbered labels on rooms and furniture that correlate to where they will be placed in new rooms.
- Ensure everyone knows their duties and expectations prior to moving day.

## **Moving Day!**

- Rooms should be prepped and ready at the new location to receive their belongings.
- Upon moving, family members should stay a safe distance from movers to prevent the possibility of injuries.
- Reconnections & setups should take place after move is done to avoid delays.
- Coordinators should stay relatively stationary and prepared to help coordinate movers throughout the entire move.
- Relax! Move Logistics has you covered from start to finish!

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