

# Making a Plan



*A stress-free move requires organization and communication*

This “to do” list will help you prepare to move, please review it carefully and make sure you discuss any questions with your Central Maine Moving & Storage Relocation Consultant.

## MAKE YOUR MOVE SAFE & EASY



- You must be present on packing, loading and delivery day to complete paperwork and answer any questions from the movers. If you are unable to be there, you must have someone present to act on your behalf. Please let your relocation consultant know who will be present and how to contact him/her.
- Prior to the packers arriving, collect all small high-value items like jewelry, cash, credit cards, checks, etc. and put them in a safe, secure place so they won't get misplaced.
- Label boxes well as to what rooms they will go into at delivery—have a floor plan ready and communicate to the movers where everything will go.
- Remove clothing from the drawers of all dressers.
- Make sure all loose items are packed and ready such as dishes, bedding, bathroom toiletries, linens, lamp shades, etc.
- Please empty your refrigerator and freezer.
- It is illegal and unsafe for Central Maine Moving & Storage to transport items that are flammable, explosive or corrosive. You must either carry these items yourself or dispose of them prior to moving. These include but are not limited to: cleaning solutions or solvents, aerosol cans, gasoline, kerosene, lighters or lighter fluid, paints, polishes or varnish, acids, batteries, butane or propane tanks, oxygen tanks, or fireworks, etc.
- Swing sets, play houses, storage sheds and other items of a similar nature must be disassembled for shipment. If you are unable to do this or prefer not to, ask your relocation consultant to arrange this extra labor service for disassembly and/or assembly.

*(Continued on reverse side)*

**Certain items require special servicing prior to loading. The movers cannot do these things for you, and you should arrange to have these things done in advance.**

- Disconnecting and hooking up of icemaker water lines, gas lines to gas stoves, barbeques, dryers, heaters and fireplace logs.
- Disconnecting and hooking up of electricity or water lines to washers or hot tubs.
- Locking/bolting of front load washers.
- Disassembly and assembly of slate pool tables.
- Emptying and cleaning toner from copy machines
- Securing and preparing the workings of grandfather clocks.
- Disconnecting and hooking up of computer equipment – be sure to back up your PC hard drive. It is best to have your PC packed in its original carton. Ink cartridges must be removed from printers.
- Plants will be moved at the movers discretion – if moved, some may need to be in cartons.
- Make sure that any cable or telephone lines (at both homes) are of regulation height – so the moving truck does not get hooked on them and/or tear them down.
- A successful move requires sound planning & communication



*Plants will be moved at the movers discretion and may need to be in cartons*

**CENTRAL MAINE**  
**MOVING & STORAGE**



info@movingmaine.com / Visit us online, movingmaine.com / 207.947.4114



# Pre-Move Prep Continued

## THREE WAYS YOU CAN SAVE TIME AND MONEY DURING YOUR MOVE

- 1. IN WINTER:** For the safety of the movers and your belongings, all driveways, walkways, and outside steps/porches need to be plowed, shoveled and sanded/salted.
- 2. ON LOAD DAY:** Conduct a thorough walk through with your move crew leader. Make sure that closets and cubbies are empty, windows are closed and lights are turned off and heat is turned down.
- 3. BEFORE DELIVERY:** Check construction status of new home – make sure everything is ready for move in, and that all contractors have finished their work and removed any debris that may have accumulated.

## AFTER YOUR ESTIMATE IS DONE & MOVE DATES ARE BOOKED

*Please notify our office  
(207) 947.4114 of any  
changes to your shipment  
status – such as:*



- Any closing delays
- If you add to or remove from the items we surveyed to be moved
- If you add extra pickup or delivery locations
- If you need storage
- Other important information your mover will need:
  - New street address & mailing address
  - Phone numbers where you can be reached