

# Unloading Day Tips and Tricks



## Preparing your residence

- Clean floors and carpet.
- Wipe down anywhere that will be blocked by furniture.
- Measure walls and determine where major furniture will go.
- Label where major furniture will go.
- Label rooms so it is clear for movers, ie. "Hannah's (Girl) Room", office, storage, etc.
- If required, coordinate the use of a freight elevator with the building manager.
- If required, coordinate street parking for the truck. Communicate with the truck driver and transportation coordinator the truck size limits on the streets around your residence.

## Unloading

- Have at least two people available on delivery day.
- If possible, have children and pets out of the house.

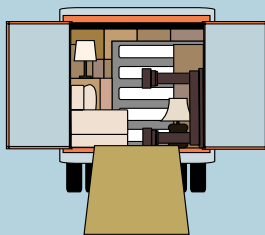


Image by Nina Garman from Pixabay

- Stage one person at the truck to mark off the inventory list with the following:
  - Pen
  - Clipboard
  - Chair
  - Camera/ Phone
- Do not let unchecked boxes go inside the house.
- Immediately take pictures of any damaged items or boxes.
  - Take a full picture of the item or box.
  - Take picture of the inventory number.
  - Take a close-up picture(s) of the damage.
- Stage one person inside the residence to direct the movers where to place boxes and furniture.
- Have multiple box cutters available to open and unload boxes.
- Unpack as many boxes as possible so that the movers take away as much as they can.
- Unpack your electronics yourself.
- Ensure the movers put together anything that came off the truck disassembled.
- Consider keeping a few boxes for play if you have younger children.

\*\*This is NOT an Official U.S. Coast Guard document. The information is provided in good faith based on recommendations of military families. Use the information at your own risk. \*\*