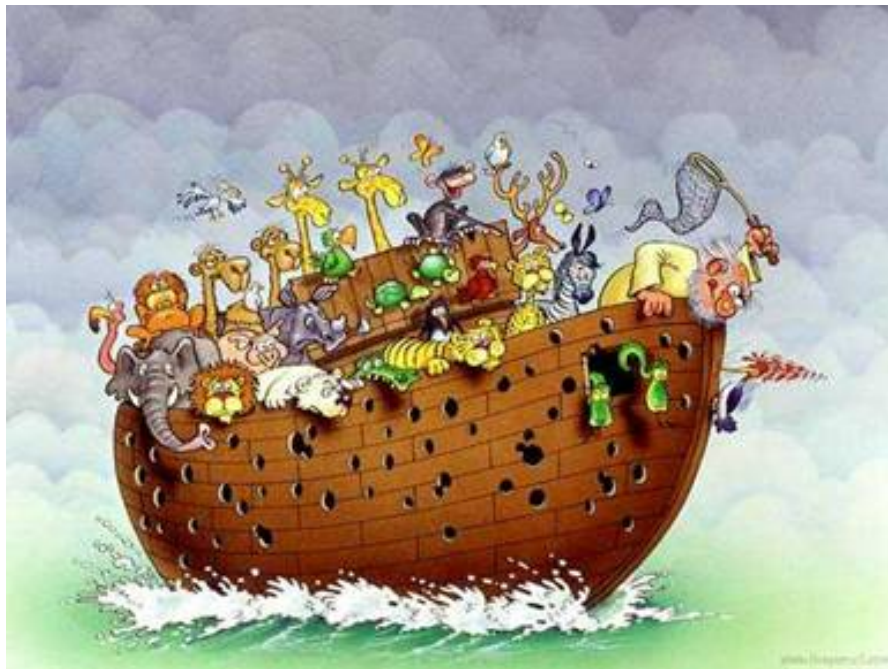


“On The Move”

Ministries



Over view

This moving manual was designed to give information and create a structure to have a successful move. This information will provide a way to move an entire household with minimal time needed. Guide line will provide this structure for your pre-move, the move and the post move. Finally this manual will ensure a quick and timely move as not to take advantage of those who volunteer.

Moving Agreement

I/We, _____ have read this entire moving manual and agree to the terms brought forth for a organized move. I/We also understand that we must follow these guidelines as not to take advantage of those who will volunteer to help us.

_____ signed _____ date

_____ signed _____ date

_____ moving ministry representative _____ date

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SECTION 1. MOVING PLANS

A) Moving Plan

A successful move depends highly on your pre-planning and how organized you are. A good plan can be made from past experiences that most are willing to forget. The plan should consist of the dates to move, the number of volunteers you may need, the materials needed and the vehicle to get the job done. A blank moving plan has been provided in this manual for you to fill out. This plan will act as a guideline before, during and after your move.

SECTION 2. VOLUNTEERS

B) Volunteers / Trucks

A successful move depends highly on your volunteers and not taking advantage of their generosity. Remember they are here to help and assist you in this move and we must remember they are volunteers and not paid movers. With this in mind, we are not professional movers, things can and do get broken or damaged. Planning your move is critical to your volunteers for we can minimize the time needed by having everything in place. We will be covering the supplies needed for your move in the following section. We need to plan on how many and what kind of moving vehicles will be used.

SECTION 3. MOVING SUPPLIES

C) Moving Supplies:

A successful move depends highly on what you use to pack your belongings in. Banana boxes must be used...they are free and abundant. You can get them from any grocery store in your area. Planning your move in advance, you can retrieve banana boxes over the course of a few weeks. Plan on getting at least 75 to 100 banana boxes for the average move. ALL items that will be moved needs to be packed in a banana box. These boxes have bottoms and tops and are extremely heavy duty. These boxes also stack and can be handled easily by your volunteers. There must **NOT** be any items unpacked, every thing must be in a banana box (if possible).

SECTION 4. PACKING

D) Packing Instructions:

A successful move depends highly on how you pack your belongings. First, again all items need to be packed in banana boxes. Wrap all breakables with at least newspaper, if you're concerned with brakeage, use bubble wrap. Pack each banana box tight yet secure. Once your items are packed in the banana boxes, move them all to the center of you major room. Do not leave the packed boxes in each room for when the volunteers show up, it's much more organized to have all your belongings in one area. This will save an incredible amount of time and will only take o few moments for you. All beds and large furniture should also be taken apart and placed in this central location with the banana boxes. **Under no circumstances should there be any packing of banana boxes or disassembling of furniture when your volunteers are showing up to help you move.** Last make sure all boxes are marked as to were they will need to go in your new home.

SECTION 5. PRE-MOVE INSPECTION:

E) 3 Day Pre-Move Inspection:

A successful move depends highly on passing your pre move inspection. A pre move inspection is designed to short circuit any problems that may occur on the day of moving. There will be a few items that can't be packed until the night before, but they must be packed prior to the volunteers showing up. Use the following check list.

- Used banana boxes to pack.
- All boxes are in a central location.
- All furniture is in the central location (use discretion)
- All rooms are empty.
- No further packing on moving day.
- All items are packed.

All items are labeled

SECTION 6. FINAL INSPECTION – MOVING DAY:

F) Moving Day Inspection:

A successful move depends highly on passing your final inspection. This is where everything must come together for a well organized and quick move. All items should be ready to go with no packing left to do. All trucks should be in place. This final inspection will help to recognize any potential problems prior to the volunteers showing up.

SECTION 7. MOVING DAY:

F) Moving Day:

CONGRADULATIONS YOU MADE IT.....IT'S MOVING DAY!! Remember, these people who have agreed to help you move are volunteers and we must respect their time. Everything designed in this manual has tried to serve one purpose.....a well organized move. Follow these tips:

- Pray first with your volunteers.
- Always thank the volunteers.
- Compliment those who are helping you.
- Keep a good spirit during your move.
- Remember things can and do get damaged...keep smiling.
- Offer to pay for the fuel if someone is using their own vehicle.