



CBL's Guide to Good Packing

What to Pack: Now that you have picked up your packing materials and scheduled your pick-up date, it is time to get down to business so you can enjoy your summer vacation. Use your Order Confirmation as a guide when packing and organizing your belongings to make sure you prepare all items you ordered for storage.

The following items must be packed in the CBL provided boxes:

- Televisions
- Printer/Small Electronics

The following items do not have to be boxed:

Art/Pictures/Paintings	Desks	Ironing Boards	Musical Instruments <i>*Must be in a protective case or covering</i>	Sports Equipment
Bicycles	Dressers	Lamps	Night Stands	Suitcases
Box Springs	Duffle Bags	Mattresses	Plastic Storage Totes	Tables
Chairs	Fans	Microwaves	Rugs	TV Stands
Coffee Tables	Filing Cabinet	Mini Fridge <u>*Must be defrosted and cleaned out</u>	Shelves	Trunks
Couches/Futons	Headboards	Mirrors	Small Cube/Ottoman	Vacuum

*Any item not specifically mentioned on the above list must be packed in the CBL provided box. Remember, CBL will not store any cardboard boxes other than the CBL approved boxes.

The following items may be filled with your belongings:

- Suitcase
- Duffle Bag
- Plastic Storage Tote
- Trunk

Please ensure that any box, bag, tote, suitcase, storage container or any other storage receptacle is **LESS than fifty (50) pounds to avoid being charged an oversize fee of fifty (\$50) dollars.

The following items must be empty:

- Large Shelf/Filing Cabinet
- Small Shelf/3 Drawer Plastic Chest
- Large Dresser/Entertainment Center
- Small Dresser/Entertainment Center

Tape Matters: Good quality packaging tape is essential which is why CBL included a roll with your packing materials. When building and sealing your boxes, use plenty of tape. Use at least four (4) strips of tape to secure the top and bottom of all boxes. Use at least four (4) strips of tape to secure and close any drawers or doors of any item.



Pack evenly and don't overload: Distribute heavier items evenly throughout all of your boxes. Packed boxes, bags, suitcases, and storage totes should not weigh more than you can comfortably lift. Keep in mind, any box, bag, tote, suitcase, storage container or any other storage receptacle weighing in excess of Fifty (50) pounds will be subject to a Fifty Dollar (\$50.00) Oversize Fee. Make sure the box remains "square" and does not bulge at the top or sides to insure stability in storage.

Label, Label, Label: The following information should be clearly notated on each item:

- Name
- Delivery Address (including apartment number or residence hall room number)

Use a heavy black marker to write the information on all boxes after sealing with provided tape. For all items that are not being stored in a box, you will be given a label upon pick-up the CBL provided label containing the required information to the item.

FRAGILE: If you are including fragile items in any box or item, clearly notate on the box or label, "FRAGILE." Don't forget, fragile items are packed and stored at your own risk. CBL will not be liable for damage to any fragile item that occurs during normal transportation and storage.

THIS SIDE UP: If any of your boxes or items need to be handled and stored with a definitive top, clearly notate on the box or label, "THIS SIDE UP."

What Not to Pack: CBL will not store any of the following items. Please make alternative arrangements for the storage of these items. If you have a question regarding whether or not an item can be stored, please email Customer Service at customerservice@collegiatebedloftcompany.com.

- Valuables (including jewelry, collectibles or any item with sentimental value)
- Cash (including checkbooks, credit card, savings bonds, stock certificates etc. We are sure all college students will need all the money they can get to enjoy their summer vacation)
 - Hazardous materials
 - Firearms (including handguns, pistols, shotguns etc.)
 - Perishable items (no food, candy, gum, etc.)
 - Liquids (no Alcohol, shampoo, conditioner, body wash, mouthwash, toothpaste, cleaning supplies, perfume, paint, etc. If Airport Security would make you put it in a plastic bag to carry it on an airplane, don't pack it!)
- Any electronics not specifically provided for on CBL's Website (including any laptop or desktop computers. We know you will want your computer this summer anyhow!)
- Any item that is prohibited by law or regulation of any federal, state, or local government (Anything you could get arrested for having possession of cannot be stored!)



Tips for Packing Specific Items

Mattresses and Box Springs: Mattresses and Box Springs will be wrapped in plastic by CBL. Make sure all sheets, blankets, or comforters are removed from the mattress before we arrive.

Books: The more books you have, the heavier the box. Be sure and distribute books evenly throughout all of your boxes/suitcases/totes. Line all boxes with plastic and fill empty spaces with linens or clothes. Keep in mind that any boxes over 50 pounds, will be charged a \$50 oversize fee.

Chairs: CBL will protect all chair legs by wrapping them prior to transport. Leave slipcovers on upholstered chairs, and CBL will cover them with plastic to keep clean during transportation and storage.

Desks/Dressers/Entertainment Centers (anything that has drawers): Empty your desk drawers and any furniture drawers. Secure all drawers and shelves to prevent them from opening or separating while they are being transported. Remove any separable shelves and tape them together tightly. Pack any hardware inside one of your boxes. CBL will not store any desks or furniture items that have drawers that have not been emptied.

Dishes: Take your time when packing dishes. Wrap each dish with packing paper, bubble wrap, or something to keep them from bumping together and breaking in the box. Place dishes in the center of the box and surround them with clothes and linens. Fragile items are packed at your own risk. Be sure and denote "Fragile" on any box that has breakable items.

Microwaves: Thoroughly clean the inside of your microwave. Remove the glass tray from inside the microwave, and pack securely in one of your boxes. Use linens, a towel or bubble wrap to protect it.

Mini Fridges: Clean out, empty and unplug your refrigerator and leave the doors open for at least two (2) days prior to your scheduled Pick-Up-Date. This will ensure it is completely defrosted and dry as well as will help avoid mold and mildew. Tape the door shut using at least four (4) pieces of packing tape. Mini-fridges that have not been properly defrosted and/or cleaned will not be stored by CBL.

Mirrors/Art/Paintings: Wrap your mirror in bubble wrap to ensure that your items are secured and will not be broken while being transported.

Plastic Drawers: Tape all drawers securely shut using at least four (4) pieces of packing tape. Items stored inside plastic drawers should be packed snugly in order to avoid shifting during transport. Don't overstuff any plastic drawers, and don't forget about the Oversize Fee.



Rugs: Thoroughly vacuum and/or clean your rug. Roll your rug tightly and tape it securely in at least four (4) places. CBL will wrap your rug in plastic in order to keep dust out during storage.

Televisions: All TVs stored by CBL must be in the provided CBL TV box. If not, CBL will not pick-up or store the TV.

Upholstered Headboards: All headboards must be in good condition (not falling apart) AND they must be able to fit in the elevator or we cannot store it.

A few very important reminders:

- We will not store anything that does not fit in the elevator.
- Make sure your box, bag, tote, suitcase, storage container or any other storage receptacle is LESS than fifty (50) pounds, to avoid the oversize fee charge.
- All Mini Fridges must be cleaned out, and defrosted or we will not store it.
- If you are not ready at your scheduled pick-up time when we arrive, there will be a rescheduling fee for us to come back and get your belongings.
- Any of your items that have drawers, must be empty for us to be able to store them. I.e. dressers, desks, entertainment centers, night stand, etc.

*Remember to have all your items and boxes appropriately packed and organized prior to your scheduled pick-up date. Be in your residence at all times during the pick-up window to avoid missing your scheduled pick-up and being charged a Rescheduling Fee. If you have any questions regarding any of the above listed packing tips or the storage of any item, please contact Customer Service (customerservice@collegiatebedloftcompany.com)