PACKING

All packing preparations will be accomplished as indicated following:

PREPARATION

(A) All articles having surfaces liable to damage by scratching, marring, soiling, or chafing will be wrapped at time of loading at residence in textile or paper furniture pads, covers (other than burlap), or other acceptable wrapping materials.

(B) Disassemble at point of origin all items of personal property which, in the judgment of the carrier, require disassembly to insure safe delivery at destination, except swing sets, other playground equipment, television and radio antennas and similar articles. Items disassembled by carrier will be shown in the remarks section of the Household Goods Descriptive Inventory Form as disassembled by carrier (CD). Items disassembled by member will be shown in the remarks section as disassembled by member (DBO).

(C) All nuts, bolts, screws, small hardware, and other fasteners removed from articles by the carrier in the preparation for shipment will be placed in a cloth bag, or similar durable containers, and securely attached to the article from which removed.

(D) Legs or other articles removed from furniture will be properly wrapped, bundled together, and identified, e.g., dining room table legs, six each and listed as a separate item on the inventory.

PACKING REQUIREMENTS

(A) All packing requirements will be accomplished as indicated below. (NOTE: The carrier accepts no liability for packing done by the University of Florida employee.)

(B) Materials: All material referred to in this section shall be new or in sound condition. The use of damp, wet or unclean packing materials is prohibited. If the material is not new, all marks pertaining to any previous shipment will be completely obliterated and all material will be free of any substance injurious to the article being packed or to the owner. New material must be used for packaging mattresses, box springs, linens, bedding, and clothing. Cubic measurements will be indicated in a conspicuous location on all carrier-packed containers.

(C) Boxes: Wood or fiberboard boxes used will be as follows: Wood cleated fiberboard, wood cleated plywood, nailed wood, corrugated fiber, or solid fiber boxes. Boxes may be made of lumber, plywood, or solid fiber and will be well manufactured and free from imperfections which may affect their utility. Size and spacing of nails will be in accordance with the best commercial practice. All unclenched nails will be either cement-coated or chemically etched.

(D) Cartons: Cartons of solid or corrugated fiberboard may be used for packing linens, books, bedding, lampshades, draperies, or other similar articles. After packing, cartons must be glued or sealed by taping lengthwise at the joint on top and bottom. The sidewalls and ends of the corrugated or solid fiber cartons will be on a minimum average bursting strength of 200 pounds per square inch. The inside dimensions of the carton, length, width, and depth totaled, will not exceed 75 inches with a weight limitation of 65 pounds. Egg crates, fruit or vegetable crates, tea crates, and similar type boxes will not be used.

(E) Barrels, fiber drums, and cartons: Wood barrels, fiber drums, or cartons with a capacity of not less than 5 cubic feet (not applicable under all-inclusive rates) are to be used for packing glassware, chinaware, bric-a-brac, table lamp bases, and other fragile articles. When packing of fragile items has been completed and space is left in a dish pack, such space may be used for packing other light items. These containers will not contain more than 120 pounds and will have a sidewall bursting strength of a minimum average of 350 pounds per square inch. Corrugated containers may be used in lieu of barrel or drum-type containers. The cube of corrugated containers will be determined by actual measurements. All barrels or fiber drums will be securely headed and marked "THIS END UP."

(F) Filler material: Good quality wood excelsior pads, wood wool excelsior pads, shredded paper pads, cellulosic (bubble pack, etc.) cushioning material, fiberboard, corrugated fiberboard, unicellular polypropylene foam, unprinted newsprint, or kraft paper will be used as a filler.

(G) Padding: New and good quality, used-wood excelsior pads, unicellular polypropylene foam, shredded paper pads, or other equally suitable material will be used when required.

(H) Wrapping: Wrapping paper or unicellular polypropylene foam will be new and clean and appropriate for the purpose intended. Each item of silverware, silver ornamentation, or brass that is not coated to prevent tarnishing will be completely wrapped in unicellular polypropylene foam or nontarnish tissue paper.

(I) Paper: Waxed or treated. All waxed paper used will be manila wax or equivalent. Treated paper may be used if it is "butcher" type paper.

(J) Unicellular polypropylene foam: All unicellular polypropylene foam wrapping material will be new and clean.

MANNER OF PACKING

(A) Packing: All packing by carrier will be performed in a manner requiring the least cubic measurement, producing packages that will withstand normal movement without damage to container or contents, and at a minimum of weight. Further, the number and weight of containers will not be greater than necessary to accomplish efficient movement. At the property owner's request, articles such as stereo equipment will be packed in original containers by the carrier when furnished by the owner and provided the containers are considered to be in good condition for shipping purposes.

(B) Books: Books will be placed in cartons; all books of similar size will be packed together in rows. Pads or solid or corrugated fiberboard will be inserted between rows and packed tightly, wedged with pads or paper, if necessary, to fill out the carton and prevent chafing. Books normally will be packed not more than two rows high in a carton.

(C) Chinaware, glassware, crockery, lamps, clocks, jardinières, statuary, vases, bric-a-brac: Use of clean type or other modern method (not requiring the use of excelsior or shredded paper) of packing is required for the packing of glassware, chinaware, bric-a-brac, table lamp bases, and other fragile articles.

(D) Electrical equipment: stereo components, fans, heaters, portable stoves, sunlamps, and like items: When necessary to protect electrical equipment for safe transportation, such equipment will be completely wrapped in paper of unicellular polypropylene foam and packed in a carton with enough padding to provide insulation necessary to prevent contact of one article with another and to eliminate movement of any article in the container. When packing in a carton is not necessary, the items will be properly wrapped and padded for protection.

(E) Kitchenware: All kitchenware will be packed and padded into cartons.

(F) Linens, clothing, draperies, and like items: When not considered as safe for carriage in drawers, chests, dressers, trunks, etc., these and similar items will be packed carefully into regular cartons which will be properly sealed at residence. Clothing normally on hangers in closets and draperies will be packed in wardrobes subject to the following:

(1) Upright wardrobes will be used.

(2) Flat wardrobes will be used for all containerized shipments.

(3) Hangers will be removed from clothing packed in flat wardrobes.

(G) Mirrors, pictures, paintings: (glass-faced or other than glass-faced paintings), glass or stone table tops, and similar fragile articles requiring crating or similar protection. These articles will be wrapped and packed in a crate or a fiberboard carton. When more than one article is packed in any one crate or carton, a divider will be provided. No more than four articles will be packed in any one crate or fiberboard carton. Stone tabletops will be packed separately. Small pictures, paintings, mirrors, and other similar articles of this type will be packed in cartons and will be properly sealed at residence.

(H) Lamp shades, ornaments, and toys: All lampshades, ornaments, small toys, and other small items easily crushed will be wrapped and placed in cartons and will be insulated from the carton walls and from other items. Lampshades will be wrapped individually with new paper or new unicellular polypropylene foam, placed in cartons, and cushioned to prevent shifting or damage.

(I) Mattresses: Mattresses will be placed in new mattress cartons at the residence and sealed with tape. All cartons used will have a minimum average bursting strength of 200 pounds per square inch.

(J) Rugs: Rugs and rug pads will be properly rolled (not folded) for shipment and will not be subsequently folded or bent to an extent that may cause damage to the rug.

(K) Appliances: Each appliance serviced will be appropriately labeled to indicate that it must be serviced at destination prior to its use (reversing the process performed at origin).

(L) Washers: Washers requiring servicing will be secured with kits, washer packs, washer locks, or special plastic inserts. The use of sheet fiberboard/cardboard is prohibited.

(M) Surfaces: All finished surfaces will be protected so as to prevent scratching or marring.

**INVENTORY**

(A) Prepare an accurate legible Household Goods Descriptive Inventory. When an article is packed in original container by the carrier, the inventory will indicate type of article and will be shown as a "CP", packed by the carrier.

(B) Use extreme care is listing articles of furniture and packing containers.

(C) Identify containers by type and cube with an indication of general contents; i.e., linens, pots and pans, etc., 2 cu. ft.

(D) Avoid the use of words such as "household goods" or their general descriptive terms in the preparation of the inventory.

(E) Describe in as much detail as possible items of furniture; e.g., television sets should be identified as being either "color" (C) or "black and white" (B & W) and console or portable as appropriate.

(F) Use diligence to record any unusual conditions and exercise special care to ensure that the inventory reflects the true condition of the property. The "exception symbols" and "location symbols", as shown in the Household Goods Descriptive Inventory, will be used to describe the conditions such as marred, scratched, soiled, worn, torn, gouged, and the like. If the condition of any article contained in the shipment is such, then the omission of these symbols will indicate good condition except for normal wear.

(G) That the terms "PROFESSIONAL BOOKS," "PROFESSIONAL PAPERS," "PROFESSIONAL EQUIPMENT," or "PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT" will be used to identify such articles on the inventory, together with the cube and eight of the container, a line entry item for each container; i.e., Carton PB 6 cu. ft., 150 lbs. These items of the shipment will be weighed separately and placed in separate boxes or cartons to provide safe transportation (symbols PB, PP, PE, PBPE, as appropriate will be used). The total weight of the packed professional items will be recorded on the face of the Bill of Lading by completion of the statement "weight includes \_\_\_\_\_\_\_ pounds of professional books, papers, and equipment."

(H) List on the inventory the general contents of items which are packed by carrier in dresser or chest of drawers.

(I) Annotate the inventory to indicate all items left or packed in bureau drawers or chest by the member and being "packed by member" (PBM).

(J) Annotate the inventory to show any overage, shortage, and damage found, including visible changes to external shipping containers each time custody of the property changes from a storage contractor (warehouseman) to a carrier to another.

(K) Identify packing done by member as (PBO) or packed by carrier (CP).

(L) Use the same inventory prepared at origin to verify delivery at destination.

(M) Identify personal property by affixing a tag or tape to each article (not applicable to individual items in packing containers). Each shipment will be separately identified by lot and each article will be assigned a number which must correspond with the item number shown on the inventory form. The type of identification used and the method of affixing it to the article will be such as not to damage any article so identified.

(N) Identify items disassembled or serviced by carrier at origin and record such items in the remarks section of Household Goods Descriptive form.