













# PCS PLANNING CALENDAR

## THE WEEK BEFORE THE MOVE

- ❑ Close safe deposit boxes.
- ❑ Remove all accessories such as drapery rods, small appliances, food and utensil racks.
- ❑ Drain oil and gas from garden equipment.
- ❑ Disassemble outdoor play equipment and structures, like utility sheds.
- ❑ Disassemble electronic equipment (stereos, VCRs) and pack in original boxes. Leave open for inventory.
- ❑ Set aside cleaning materials to use on pack-out day.
- ❑ Stop all newspapers.
- ❑ Confirm childcare and pet arrangements for the day of the move.

## DAYS BEFORE THE MOVE

- ❑ Reconfirm the moving dates with the Personal Property Office.
- ❑ Arrange for letters of transfer from church, clubs, scouts, or any other national organization you belong to.
- ❑ Retrieve all items you loaned out and return any items you may have borrowed.
- ❑ Return all library books. (Make sure they do not get packed out.)
- ❑ Retrieve dry cleaning, developed film or other items.
- ❑ Have personal drapes and carpets cleaned; **DO NOT LEAVE** in plastic wrappers.
- ❑ Renew and pick up any necessary prescription items.
- ❑ Develop “game plan” for arrival at new location.
- ❑ Remove pictures and mirrors from the walls.
- ❑ Defrost and clean refrigerator and freezer.

## MOVING DAY

- ❑ Get up early and be ready for the movers
- ❑ Keep the Personal Property Office phone number handy in case any problems arise.
- ❑ Separate items **NOT TO BE** packed, including suitcases and important personal documents (transfer orders, resume, POAs, passports, etc.)
- ❑ Keep household inventory on hand to verify against the movers inventory and carry it in your luggage.
- ❑ Make sure **ALL BOXES/ITEMS** are tagged and listed on inventory before being placed on the moving van. **INSIST ON CHECKING THEM!** Do not allow items to be listed as “bundle” or “glass” if it is toys or crystal, etc.
- ❑ **DO NOT PACK HOUSEHOLD INVENTORY!** You will need this to verify when your household goods are delivered and if you need to file a claim.

