

# MOVING CALENDAR

## 4 weeks before moving

Tour your house including the attic, garage, storage shed and decide which items should be discarded or donated to charity. Consider a garage sale	Contact your Atlas Van Lines Agent and request an accurate estimate of your moving charges	Begin to use up frozen food and staples. Buy only what will be used before moving. Inadvisable to move frozen goods on the van over long distances.	Make your travel reservations for the trip - airline, hotel, rental car.	Arrange for <b>transfer</b> of records. ie: school, medical. etc.
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## 3 weeks before moving

Arrange for transportation of pets, including kennels, Check with your veterinarian.	Start preparing your plants for the move. Refer to plant brochure from your Atlas Agent.	Return Library books, video tapes and other borrowed items. Collect anything lent or out for repairs/layaway	Dispose of flammables - paint, matches, pressure cans, cleaning fluids, etc.	<b>Notify</b> post office, mail order accounts, etc. of your pending change of address.
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## 2 weeks before moving

Draw up a floor plan of your new home and indicate furniture placement. It makes moving in twice as easy.	Set a date with a reliable service firm to prepare your appliances - washer, dryer, etc. - for moving. Check with your Atlas Agent for their recommendations	Start packing if you have planned to do some of it yourself. Refer to the packing brochure from your Atlas Agent.	Arrange a babysitter for moving day	Plan to <b>discontinue</b> utilities, delivery services, etc.
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## 1 week before moving

Prepare for car trip. Finish packing all suitcases and basic essentials. Plan to carry with you valuable documents, currency, jewellery.	Drain water from garden hoses and oil/fuel from lawn mower and other machinery	Defrost and wipe dry fridge and freezer. Don't overlook the defrost water pan.	Take down curtain rods, shelves - items permanently attached. Dismantle large power tools such as lathes, grinders, etc.	Confirm that you have important papers, keys medications and plane tickets and appropriate clothing with you for your trip.
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Packing Day	Moving Day (out)	Moving Day (in)
Have a clear workspace available for packers, point out (a) fragile valuable items; (b) items you will be taking with you; (c) anything to be left for new owners.	Plan to stay home until the moving van has left. Tour house with van operator during inventory, sign Bill of Lading, confirm new address and delivery date. Be sure to check destination contact phone numbers. Do final check for overlooked items. Make certain windows and doors are locked, utilities are discontinued or turned off, keys transferred and lights out.	It is a good idea to be at your new home a day ahead of the moving van to verify utilities connected and floor plan correct. Check items unloaded with inventory. Make arrangements for installation of appliances. Confirm unpacking requirements