

PACKOUT PROCESS CHECKLIST

What To Expect During The Packout Process



Packing & Inventory Process

- **Professional Movers Arrive & Assess Items**
 - Expect a team of packout specialists to evaluate which items can be salvaged and which require special handling.
 - Items with severe damage may be separated for disposal or special treatment.
- **Itemized Inventory with Photos**
 - Every item will be logged into an inventory system.
 - Expect detailed descriptions, pre-existing damage notes, and photographs for insurance purposes.
- **Labeling for Tracking**
 - Each box and item will be labeled with a unique identifier.
 - Labels typically include: Item description, Room of origin, Special handling instructions.
- **Packing Using Specialty Materials**
 - **Furniture:** Wrapped in moving blankets and shrink-wrapped.
 - **Electronics:** Placed in anti-static bags and cushioned boxes.
 - **Clothing & Fabric Items:** Packed in wardrobe boxes or breathable containers to prevent mold.
 - **Glassware & Fragile Items:** Individually wrapped in protective padding.

Moving Into Storage

- **Transportation to a Secure Facility**
 - Items are loaded into a moving truck with proper securing techniques.
 - Expect professional handling to prevent further damage.
- **Climate-Controlled Storage**
 - Items are stored in a temperature- and humidity-controlled environment to prevent warping, mold, or degradation.
- **Organization in Storage**
 - Boxes are stacked with clear access to essential or high-value items.
 - Customers may request priority access to certain belongings if needed before move-back.

Cleaning & Restoration Before Move-Back

- **Dry Cleaning & Deodorization of Textiles**
 - Clothes, curtains, and upholstered furniture may undergo specialized treatments.
- **Electronics Cleaning**
 - Professional restoration services may clean soot, smoke, or water damage from electronics before returning them.
- **Hard Surface Cleaning & Sanitization**
 - Wood furniture, dishes, and other non-porous items may be deep-cleaned.
- **Reassessment of Damage**
 - Some items may need to be discarded if they cannot be restored.

Moving Items Out of Storage & Back Home

- **Scheduling the Move-Back Date**
 - Once your home is repaired and ready, a moving date will be set.
- **Final Inventory Check Before Loading**
 - Expect another inspection to confirm all items are accounted for.
- **Delivery & Placement of Items**
 - Movers will unload and place items according to your preference.
 - Furniture will be unwrapped and reassembled.
- **Final Walkthrough & Customer Sign-Off**
 - Ensure all items have been returned and are in expected condition.
 - Report any missing or damaged items immediately for resolution.

