



**TRANSPORTATION DEPARTMENT**  
Oregon Conference of Seventh-day Adventists  
19800 Oatfield Road  
Gladstone, OR 97027  
(503) 850-3500, ext. 513  
FAX (503) 654-5657

### Moving Instructions and Policies

The Transportation Department has been asked to schedule a move for you. Please complete the enclosed, "List of Household Goods," and return the *white* and *yellow* copies to our office. Receipt of your completed form is necessary to schedule your loading date.

To facilitate a positive moving experience, we suggest you sort your possessions thoroughly before packing and discard unnecessary items. The chart below suggests packing procedures:

<b>Selecting Boxes</b>	Use commercial-grade moving cartons—toilet tissue boxes and similar cartons were designed for one-way use and are poor substitutes. For television, computer, and audio equipment, use original packing boxes if still available.
<b>Filling Boxes</b>	Fill boxes completely, even if extra packing material is needed. Partially filled boxes may collapse during transit.
<b>Sealing Boxes</b>	Boxes should be securely packed and sealed with vinyl tape. They should be packed with FLAT tops for stacking. Please, <b>no open topped boxes!</b>
<b>Marking Boxes</b>	More than one family's goods may be on the same moving van. Please clearly identify your belongings to avoid loss.
<b>Books</b>	For easy handling, books should be packed in small (1.5 cu. ft.) boxes.
<b>Clothing</b>	Clothing and linens may be left in dresser drawers or chests.
<b>Appliances</b>	Household appliances such as refrigerators, washers, dryers, etc., should be disconnected and empty when the van arrives. <i>Be sure to drain hoses</i> . Refrigerators and freezers must be unloaded and defrosted before being placed on the van. The Conference assumes no responsibility for frozen foods in transit. The driver is not responsible to plug in a freezer at night. If you request your freezer be moved while it is loaded, you assume all responsibility for it and its contents.
<b>Valuables</b>	The Conference is not responsible for moving personal valuables. Currency, coins, gems, drafts or valuable papers, etc., should be taken with you.
<b>Fragile Items</b>	Pack table lamps and lampshades in cartons. Wrap dishes individually. Extra padding should be used in packing. Boxes containing fragile items should be clearly marked <b>FRAGILE</b> so that special care may be taken in handling them.
<b>Liquids</b>	All liquids should be sealed in unbreakable containers. We will not transport flammable or explosive materials. These include gasoline, butane tanks (empty or full), aerosol cans, fireworks, flammable cleaning fluids, oil-based paints, etc.
<b>Plants</b>	Due to some state and federal regulations, it is not feasible to move household plants between states.
<b>Doghouses &amp; Firewood</b>	We will not transport doghouses or firewood due to the possibility of infestation of the van.
<b>Lawn Equipment</b>	Clean grass clippings from lawn mowers. Some states will not allow entry if mowers are not clean. Drain fuel/oil from all lawn equipment.

Our van driver will call you the day before your scheduled move to confirm arrival time. If you cannot be present at loading or unloading, please let us know the name, address, and phone number of the person you have delegated to make decisions in your absence. If you are unable to provide help, please alert the Transportation Department promptly so other arrangements can be made.

The van driver has authority to refuse to haul items that, in his/her opinion, would suffer damage in transit due to improper packing or to poor overall condition. If moving of such goods is requested, the Conference will not accept liability for their damage. Additionally, the Conference is not responsible for damage to electronics of any kind or for damage to assembled particleboard furniture. Claims for damages to household

*Return this portion with your "List of Household Goods" to the Oregon Conference Transportation Department.*

### **STATEMENT OF ACCEPTANCE**

I have read and agree to the above moving instructions and policies.

Signature\_\_\_\_\_ Printed Name\_\_\_\_\_

Date\_\_\_\_\_

Revised 2/14/17