**C. Furniture/Residential Items Identification**

In this section you need to study the pictures of all the items on the TOM. When you are on the job estimating you will need to be able to identify all items quickly and automatically. Review the pictures and their location on the TOM.

When you are ready take the picture test included in the back of the manual. This test must be passed before proceeding in the training.

**D. Carton Item Estimating**

Carton Sizes and Uses, Estimating Carton Packing

**Carton Sizes and Uses**

Estimating the size and number cartons is the most difficult part of accurate estimating. Careful attention to detail in this manual and during the off-site practice and shadowing stages of training is very important.

The carton sizes used by Kearney Moving are the dish pack, 1.5cu. ft., Books?, 3.0 cu. ft., 4.5 cu. ft., 6.0 cu. ft., Wardrobe, Lamp, and Mirror Ctn.

**Box Descriptions:**

1. 1.5 Cu. Ft. Carton - May be designated as a "Parts Box."  it weighs onaverage about 25lbs. and is used for books, files, magazines, photoalbums, canned goods, grain products, tools, or other
sturdy items.
2. 3.1 Cu. Ft. Carton (also called 3 cube or 3.0)- Weighs on average 20-25lbs and is used for small lampshades, small kitchen appliances, pots and pans, shoes, hats, or small unbreakables.
3. Mirror Carton - A small mirror pack can weigh 15-20lbs, while a large mirror pack can weigh up to 60lbs.  It is used for pictures, artwork, glass table tops, small marble tabletops, and dresser mirrors.
4. Mattress Carton - Available in queen/king, double, single (twin), and crib. One each is needed for mattress and box springs.
5. Dishpack - It weighs 60-70lbs and is used for dishes, stemware, crystal, glassware, figurines, table lamps, vases, small pictures, and electronics.
6. Wardrobe Carton - A "portable closet" that keeps clothes hanging. Wardrobes can weigh 60-70lbs and used primarily for clothes but can be used to pack other large bulky items like lawn tools, large toys, etc.
7. 4.5 Cu. Ft. Carton - Weighs up to 35lbs and is used for medium lamp shades and small and medium kitchen applieances, toys, bedding, decorations, etc.
8. 6.0 Cu. Ft. Carton - For large bulky articles, such as pillows or large lampshades. It can weigh up to 40-45lbs.
9. Lamp Carton - This type of carton is a telescoping carton that works well for pole lamps, golf clubs, fishing rods, rifles, and shotguns.

At this point in the training you need to go to Kearney Moving’s internal website

Read all the information and watch each video in the packing section of the website. This will include sections titled: Packing Basics, Bedrooms, Kitchens, Living Rooms, Garages, Storage Rooms, Laundry Rooms, Bathrooms, Closets, Offices/Craft Rooms, Dishpacks, and Mirror Packs. Take your time and study the material and media online. This will give you a good overall grasp of the packing process and help you understand exactly what cartons are available and how they are to be used.

Website address: <http://kmspacking.weebly.com/>

**Estimating Carton Packing**

**Typical Items Found in Living Rooms, Bedrooms and Bathrooms**

**Books:** always pack books, average of 2 linear feet of average sized books on a shelf equal a 1.5 carton

**Average End Table:** Drawer content typically equals a 1.5 carton

**Lamp Shades:** Must be in a box alone to avoid puncturing. Average lamp shade equals 3.0 carton

**Queen King Bedding:** average queen set of 4-6 pillows, 2 comforters, and sheet set equals three 4.5 carton

**Single Bedding:** usually one 4.5 carton

**Clothes Hanging in Closet:** 18-24 inches of hanging clothing equals one wardrobe

**Shoes:** 25-30 pair of average women’s shoes equals a 3.0 carton

**Loose and Breakable Items:** always must be packed

**Clothes:** they can stay in any chest of drawers

**Pole Lamps:** equals one lamp carton

**Vanity:** generally figure two to four 1.5 carton per average sized vanity contents

**Kitchen Items**

Dishpack cartons are designed for most kitchen items, also 1.5’s and 3.0’s are typical cartons used in kitchens

**Wall and Counter Items:** estimate all **non-glass** items from the walls and counters that will fit in 1.5s

**Glass Items:** must be packed in a dishpack

**Dishes:** one foot stack of dishes equals ½ dishpack

**One Foot Deep Cabinet:** Items behind one cabinet door of a one foot deep generally full cabinet equals ½ dishpack

**Two Foot Deep Cabinet:** Items behind one cabinet door of a deeper cabinet is basically full equals one dishpack or 4.5 carton

**Kitchen Drawers:** Average 18inch drawer, 4 full drawers equal one 3.0 carton

**Office Items**

**Desk Items:** almost all desk items fit in 1.5 cartons, estimate what you think will fit in each carton, all lose desk items must be packed

**Standard Vertical File Cabinet:** do not need to pack files inside

**Lateral Horizontal File Cabinet:** all files inside must be packed or they will spill out during move

**Items from Storage Shed or Storage Area**

Typically lot of PBO’s (packed by owner cartons) of various sizes

Jusitn check this over: Do not figure number of cartons, but instead estimate total cubic feet of areas of PBO’s then divide in equivalent number of 1.5’s, 3.0’s and 4.5’s. Do this by estimating total square feet of an area, then divide total cubic feet by three. Then divide each third by size of carton. For example if an area is estimated to by 60 cubic feet, then divide it into three sections of 20 cubic feet. Then divide 20 by 1.5 to get about 13 cartons. Then divide 20 by 3.0 to get about 6.5 cartons. Then divide 20 by 4.5 to get about 4.5 cartons.

Now estimate cubic feet of loose items that will fit into either wardrobes or 4.5 cartons

**E. Surveying and Tallying**

What has been learned about the documents in the:

-customer file,

-furniture/residential items identification, and

-carton item estimating

all comes together during the surveying and tallying process. Carefully following a systemized strategy is essential to completing an accurate survey. When you begin surveying and tallying develop a plan that logically completes all rooms on a residence level before moving to the next level if there is one.

**When entering a room:**

Pick a starting point, any corner or logical place to use as a reference as you rotate around the room.

Starting from your reference point tally furniture type items only. Any items that do not go into a carton must be tallied accurately on the table of measurements. If there are items that need to be crated make needed measurements and note the information on the TOM and orange survey sheet as necessary. Go all the way around the room 360 degrees until you reach your reference point.

Next go around the room a second time. You will be estimating and tallying all items to be packed in cartons or that have already been packed by the owner (called PBO’s.) Pick naturally occurring sections in the room like areas from a corner to a closet door. Stand in the center of the room and estimate and tally all items in that section from wall items, items next the wall, to items on the floor that come out to the center of the room (usually about 6 ft from the wall.) Then pick another section and do the same until you have gone 360 degrees back to your reference point.

This system works well in most rooms especially living rooms, bed rooms, and kitchens. However some rooms or areas need a slightly specialized approach. Common room strategies are described below.

**Closets:**

First figure the number of wardrobes needed for the hanging items. Then go across the top shelving area. Finally go across the floor estimating all remaining items. Most items in closets fit into 4.5 cartons.

**Bathrooms:**

The two major areas in bathrooms are vanities and linen storage. 95% of items in bathrooms will be 1.5 and 3.0 cartons. Generally figure two to four 1.5 cartons for full vanity contents.

**Storage Areas:**

Count the PBO’s (packed by owner cartons) first as described in the carton estimating section.

Next, estimate number of 3.0’s and 4.5’s in the room

**Kitchens:**

Kitchens are the most challenging areas to estimate. Dishpacks are designed for kitchen items and are used mostly here. 1.5 and 3.0 cartons are also common kitchen cartons.

First, pick a reference point and estimate all items on the walls, on top of upper cabinets, and counter tops in a 360 degree rotation. Most items will go in 1.5 cartons, but GLASS ITEMS must be wrapped and put in a dishpack carton. Any fragile decorations on top of cupboards must also wrapped and packed in a dishpack.

Next, estimate all items inside of the kitchen cabinets. Start at your reference point and estimate top cabinet items. Pick a section and open all cabinet doors, step back and determine how full each area is. The general principle is that a full area behind a door of a one foot deep cabinet equals ½ of a dishpack. Go 360 degrees around the room until all upper cabinets are estimated.

Then, estimate the lower cabinet items. Start at the reference point and open all doors in a section. Step back and determine how full each area is. The general principle is that a full area behind a door of a **two foot** deep cabinet equals one dishpack or one 4.5 carton. Again go 360 degrees around the room until all lower cabinets are estimated.

Finally, estimate all drawer contents. On average four 18 inch drawers full of kitchen items equals one 3.0 carton.

**Substitute Items:**

Some items don’t fit directly into any item on the Table of Measurements. As much as possible try to fit items into a any comparable category on the sheet When in doubt guess weight of item as close as possible then divide that times seven to get a cubic foot equivalent and write the info in the blank areas of the Table of Measurements.

**How to Place Tallies on the TOM**

You may want to get a copy of a TOM while ready this section. Also you may want to reference the TOM diagram and explanations earlier in the manual (under section B Documents in Customer File.)

When you enter room and begin going around the room estimating furniture place a tally for each item in the column titled ‘No. of Pieces’ directly to the right of the article. If the item requires disassembly put an X or tally directly to the left of the article in the column titled ‘Disassembly.’

When you begin going around the room estimating cartons remember you are entering PBO’s (boxes already packed by owner,) and CP’s (carton that are Carrier Packed by Kearney Moving.) Tally the PBO’s two columns to the right (titled Owner Pack) of carton listed. Tally the CP’s one column to the right (titled Carrier Pack) of the carton listed.

Justin do you want to put the column to the left of the carton column for the number of cartons needed (as we discussed)