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| Study Materials*This must be completed before other training in this section is started*Set up includes a computer or tablet that has internet access. Ability to print from the training materialsSolo Lift & CarrySet up – average ‘one man item’ piece of furniture and 1.5 carton of books | * *Study Furniture Handling Skills at hhttp://kmsprocedure.weebly.com/cm1-trng-1e-furn-handling-basic.html*
* *Print and Pass Furniture Handling Skills Test http://kmsprocedure.weebly.com/cm1-trng-1e-furn-handling-basic.html*

Train on the following and have them practice: * Solo lift a 1.5 box of books and carry approx. 20 feet and set down. Lift with legs, back straight.
* Solo lift a piece of furniture & carry approx. 20 feet and set down. Make sure they are lifting with back as straight as possible. Keep item in front not to the side.
 |  *Check off and initial as completed*      1 2 3 4 5   1 2 3 4 5   | *Trainer Notes* |
| Team Lift & CarrySet up – Chest of drawers, bookcase, dresser, a moving truck or trailer with a ramp set up  | Train on the following and have them practice. Make sure they are comprehending matching a partners speed, balance, and smoothness. * Team lift and carry a chest of drawers using ’45 degree method’. Do a 20-30ft walk with the items up ramp into truck/trailer. ***Have them walk frontwards.***
* Team lift and carry a chest of drawers using ’45 degree method’. Do a 20-30ft walk with the items up ramp into truck/trailer.. ***Have them walk backwards.***
* Team lift and carry a bookcase using ’45 degree method’. Do a 20-30ft walk with the items up ramp into truck/trailer.. ***Have them walk frontwards.***
* Team lift and carry a bookcase using ’45 degree method’. Do a 20-30ft walk with the items up ramp into truck/trailer.. ***Have them walk backwards.***
* Team lift and carry a dresser using ’tilt method’. Do a 20-30ft walk with the items up ramp into truck/trailer. ***Have them walk frontwards.***
* Team lift and dresser using ’method method’. Do a 20-30ft walk with the items up ramp into truck/trailer. ***Have them walk backwards.***
 | *Check off and initial as completed***1 2 3 4 5** **1 2 3 4 5** **1 2 3 4 5** **1 2 3 4 5** **1 2 3 4 5** **1 2 3 4 5**  | *Trainer Notes* |
| Hand Trucks *(Box Carts or 2 wheel dolly)* Set up – Hand truck; unpadded bookcase; unpadded chest of drawers; padded dresser; stack of 1.5 cartons (medium to heavy).  | Train on the following and have them practice. Make sure they are learning the proper placement and balance of the item. Discuss proper securing of doors & drawers before carting.* Solo load a chest of drawers onto the hand truck. Do a 20-30ft walk with the items up ramp into truck/trailer. ***Have them walk frontwards.***
* Solo load a chest of drawers onto the hand truck. Do a 20-30ft walk with the items up ramp into truck/trailer. ***Have them walk backwards.***

 * Solo load a bookcase onto the hand truck. Do a 20-30ft walk with the items up ramp into truck/trailer. ***Have them walk frontwards.***
* Solo load a bookcase onto the hand truck. Do a 20-30ft walk with the items up ramp into truck/trailer. ***Have them walk backwards.***

* Solo load a padded dresser onto the hand truck by tipping onto its side. Emphasize no finish furniture against the metal base plate. Do a 20-30ft walk with the items up ramp into truck/trailer. ***Have them walk frontwards.***

 * Solo load a padded dresser onto the hand truck by tipping onto its side. Emphasize no finish furniture against the metal base plate. Do a 20-30ft walk with the items up ramp into truck/trailer. ***Have them walk backwards.***
 |  *Check off and initial as completed* **1 2 3 4 5** **1 2 3 4 5** **1 2 3 4 5** **1 2 3 4 5** **1 2 3 4 5** **1 2 3 4 5**   | *Trainer Notes* |
| Carry Straps (hump straps)Set up - queen or full size mattress set, cotton hump strap, burlap hump strap  | Train on the following and have them practice: * Gripping cotton hump strap

 * Gripping burlap hump strap
* Load & carry hump strap. Do a 20-30ft walk with the items up ramp into truck/trailer. ***Have them walk frontwards.***

 * Load & carry hump strap. Do a 20-30ft walk with the items up ramp into truck/trailer. ***Have them walk backwards.***
 |  *Check off and initial as completed***1 2 3 4 5** **1 2 3 4 5** **1 2 3 4 5** **1 2 3 4 5**     | *Trainer Notes* |