My move, room by room

The colour code that saves you time on moving day

Printable sheet
front: tips
back: **my code**

1 How it works

Each room of your **new** home gets a code: a **colour**, a **symbol** or a **number** (or all three). Each box carries the code of the room it is going to.

On moving day, nobody needs to open a box or ask you where it goes: just follow the code.

2 How to mark your boxes

- **Coloured tape**: one strip on the top and on two opposite sides, so you can see it even when boxes are stacked.
- **Or a thick marker line** in the right colour, in the same places.
- Add the **box number** and the room written in full.

Avoid sticky notes and loose labels. They peel off in the cold, damp or with rubbing, and fly away at the slightest gust of wind, especially on the lift platform high up. A box without a code becomes a "mystery box" again. Coloured tape and marker stay put.

3 Special codes

Also choose a marking for a few special boxes (note it on the back):

Fragile dishes, glasses, frames	**Open first** first-hours kit
Stays with me papers, keys, medication	**Heavy** books, tools: small boxes

Tip: keep one colour just for "Fragile" and do not use it for any room.

4 Moving day with the lift

- Put up the **back of this sheet** at the entrance of the new home.
- Stick a piece of tape in the right colour **on the door of each room**.
- Gather the closed boxes near the window where the lift arrives, heaviest first.
- Someone upstairs receives each box and takes it to its room using the code.
- Boxes of 20 kg maximum, well taped underneath.

5 My schedule

D–30

Sort, give away, throw out. Ask for a quote for the lift. Apply for a parking permit from the municipality.

D–15

Choose my code and fill in the back. Start with rooms you rarely use (cellar, attic, bookshelves).

D–7

Finish packing. Take furniture apart: screws in a bag taped to the piece.

D–1

Prepare the "Open first" box. Mark the doors of the new home. Check the parking signs.

6 The "Open first" box

- Toilet paper, soap, towels
- Phone chargers
- Kettle, coffee, tea, cups
- Sheets for the first night
- Daily medication
- Screwdriver, cutter, bin bags

7 The lift? We handle it

Our furniture lift takes your furniture and boxes up through the window, up to the 9th floor, always with our operator. Your stairs and walls are spared.

Free quote on olift.be or on +32 484 79 11 79.

My moving code

Fill in, then put up at the entrance of the new home

Date: New address: Floor:

My rooms

stick a piece of tape or colour the box, draw a symbol, pick a number

Destination room	My colour	My symbol	My number	Number of boxes
Living room				
Kitchen				
Dining room				
Bedroom 1				
Bedroom 2				
Bedroom 3				
Bathroom				
Office				
Cellar / attic / garage				

My special codes

Code	My marking (colour, symbol, word)	Number of boxes
Fragile		
Open first		
Stays with me		
Heavy		

My box list

number, room and contents in a few words

No.	Room	Contents	No.	Room	Contents
1			13		
2			14		
3			15		
4			16		
5			17		
6			18		
7			19		
8			20		
9			21		
10			22		
11			23		
12			24		

Tip: print this sheet twice, one for you and one to put up in the new home. More than 24 boxes? Print an extra back page.