

KMS
FURNITURE
PADDING & PREP 101
COURSE

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I. Introduction

Padding is essential to properly protect furniture during a move. This course covers information that is necessary to properly understand furniture padding and preparation. You will learn about the pad equipment, general padding techniques, assembly and disassembly strategies, as well as guidelines and techniques for prepping and padding specific types of furniture.

II. Furniture Disassembly and Reassembly

Almost every job has items that must be disassembled and reassembled. One of our biggest challenges is keeping track of all necessary parts of the disassembled items; we must ensure that hardware is not lost or misplaced. Here are some guidelines and instructions to ensure efficient disassembly and reassembly of furniture items.

- A. Use the same person on each job.
 - 1. When possible, the same person should do the disassembly and reassembly to avoid confusion, especially on complicated items.
- B. Use the following process to keep track of parts and hardware.
 - 1. Place parts and hardware in a small zip lock bag (located in tool boxes on each truck) or wrap in paper and label accordingly.
 - 2. Transport the parts and hardware with one of the following options:
 - a) Use a parts box, typically a 1.5 carton, which can be assembled onsite. Make sure that all sides are labeled "Parts Box." This box should be loaded last and unloaded first. We recommend that the parts box remain in the kitchen area at origin and destination.
 - b) Use a parts bag, which is a small duffle bag and is located in the trailer.
 - c) Use tape and secure the parts and hardware (located in a zip lock bag or wrapped in a paper packet) to the disassembled item. Parts for items with drawers should always be placed in the top right drawer.

III. Pad Equipment

- A. Full-size Furniture Pads
 - 1. We primarily use full-size pads.
 - 2. Use full-size pads on most medium and large items.



B. Warehouse Pads

1. Warehouse pads are similar to full-size pads but are approximately 2/3 the size, and they are not as thick.
2. Use warehouse pads on most small and medium-sized furniture.



C. Skins

1. Skins are available in two sizes and are made of burlap and have felt backing.
2. Use skins on most small and medium-sized items.



D. Rubber Bands

1. Rubber bands come in four sizes: small (tan), medium (green), large (blue), and ex-large (red or black).
2. Use rubber bands to help keep the pads and skins attached to the furniture.



E. Tape

1. Standard packing tape can also be used to attach pads to the furniture.

IV. Furniture Padding Techniques

Padding techniques vary with each mover, but we use three techniques – draping, diaper padding, and standard padding – which are described below.

A. Draping

The draping technique is used on small moves that do not require much stacking on the truck. We usually use this technique with small local moves because the technique is quick and simple and still keeps the furniture adequately protected.

1. Simply set an item on the floor of the truck.
2. Drape a pad over it.

B. Diaper Padding

The diaper padding technique is used to fully cover all sides of small to medium-sized furniture.

1. The basic procedure for diaper padding is as follows:

- a) Place the pad with the lighter colored side facing up.

NOTE: Most pads have one side that is darker than the other. Because these pads are used hundreds of times before they are washed, we try to keep one side cleaner than the other. Try to keep the light colored side

cleanest by always having it touch the furniture when being used. This also minimizes claims due to soiled pads.

- b) Place the item in the center of a pad or skin.
- c) Fold the corners over the item.
- d) Secure the skin or pad with a rubber band or tape.

NOTE: You will know that you have effectively padded an item with this method when all sides of the item are covered and the pad is tightly secured to the item. If part of the item is showing, you must re-do the padding. If there are parts of the pad that are not secured, you must re-do the padding.

- 2. Set up a pad station to best implement diaper padding. Follow these guidelines when setting up a proper pad station.
 - a) Set up pad stations when working on larger loads (usually 8,000 lbs.+) with several small to medium items.
 - b) Pad stations are most effective with larger crews of 3 or more.
 - c) Choose an area at the job site that is not going to interfere with other team members. We recommend that you set up a pad station in a garage, large room, or outside (weather permitting).

NOTE: Do not set up a pad station in the truck.

- d) Use the following items when setting up a pad station.
 - (1) 6 or more pads or skins laid out flat on top of each other with the cleaner side (lighter colored side) facing up.
 - (2) 6 or more small, medium, large, and ex-large rubber bands.
 - (3) A minimum of one roll of packing tape.

- 3. Follow these more specific procedures for padding small to medium-sized furniture with the diaper padding method to ensure safe transportation with minimal damage.
 - a) Block-shaped furniture
For items such as end tables, coffee tables, night stands, piano benches, follow these procedures:
 - (1) When possible, remove unsupported legs. (The legs will be wrapped separately according to instructions shown below.)
 - (2) Place the item in the center of an opened pad (or skin) at the pad station and fold the loose corners over the item.
 - (3) Use a rubber band to secure the pad to the furniture item. Choose the size of rubber band (small, medium, or large) based on the size of item you are padding.

b) Flat/long shaped furniture

For items such as bed rails, bed frames, coat racks, shelves, table leaves, floor lamps, table legs, follow these procedures:

(1) Larger items

- (a) Place larger items diagonally in the center of an opened pad (or skin).
- (b) Take the corners and fold them over the item; then roll up the item.
- (c) Use tape or a rubber band to secure the pad to the item.

(2) Shorter items

- (a) Place shorter items on the edge of the pad and roll them up.
- (b) You may be able to pad several items by strategically spacing the items as you are rolling it up.
- (c) Use tape or a rubber band to secure the pad to the item(s).

c) Table tops and large headboards

(1) Table tops

- (a) Typically, pad the table top before removing the top from its base. [Remove hardware *before* padding if necessary.]
- (b) Place table tops finish side down in the center of the open pad.
- (c) The pad edges should be folded over the item and a rubber band should be used to secure it.
- (d) Larger table tops may require 2 pads to cover the finished area, but use the same technique as described.
- (e) If there is excess pad, secure the pad with tape rather than a rubber band.

(2) Large headboards

- (a) Always remove the headboard from the bed before padding.
- (b) Place the headboard on top of 2 open, overlapping pads.
- (c) Fold all edges over the item.
- (d) Use tape and/or rubber bands to secure the pad to the item.

d) Difficult shaped items

For items such as dining and kitchen chairs, rocking chairs, miscellaneous fragile items, and garage/outdoor items, follow these procedures:

- (1) Dining/kitchen chairs
 - (a) Place a dining or kitchen chair diagonally on its back in the center of the pad.
 - (b) Fold all corners over the chair.
 - (c) Use a large rubber band to secure the pad to the chair.
- (2) Rocking chairs
 - (a) Because rocking chairs are typically larger than dining and kitchen chairs, you may need to use 2 pads to cover the item.
 - (b) Lay the rocker diagonally on its back in the middle of the pad, and drape another pad over the top of the rocker.
 - (c) Fold all corners from the bottom pad over the item and use a rubber band to secure the pad(s).

(3) Miscellaneous fragile items

For items such as small stools, accent tables, crocks, follow these guidelines:

- (a) In most cases, lay these items in the center of the pad or skin, fold the corners over the item, and secure the pad or skin with a rubber band.
- (b) If the items could be damaged by the weight of a pad or skin, then pack the item in a box.
- (c) Generally, you will pad using skins because they are light weight.

(4) Garage/outdoor items

For items such as a weed trimmer, power tools, shop vacuums, large toys, follow these procedures.

- (a) Since these items have a tendency to be dirty, use skins inside out so the fabric side stays clean.
- (b) In most cases, follow the basic procedure:
 - (i) Lay the item in the center of the non-fabric side skin.
 - (ii) Fold the corners over the item.
 - (iii) Secure the skin with a rubber band.

4. Special situations: diaper padding tips

a) Upholstered items

- (1) Be careful when padding upholstered items and using rubber bands to secure the pad. Rubber bands that are stretched tightly across upholstery can cause the upholstery to get stretched and damaged.

(2) In these cases, use packing tape to secure the pad to the item.

b) Finished wood items

(1) When securing a pad to an item with finished wood, make sure the tape does not touch the finished wood as it may damage the wood surface.

c) Legged items

(1) If legs cannot be removed on an item, the legs may be vulnerable to damage, especially if the legs have little (or no) support structure.

(2) If tightly stretched rubber bands are used to secure pads to the fragile legs, the leg can easily be damaged.

(3) Make sure the rubber bands are not causing extreme tension against the legs. Using tape may be a better option.

C. Standard Padding Method for Large Items

The following procedures include common practices for covering most large furniture items.

1. General information for padding large items

a) In most cases the goal is to cover all of the finished/or fragile surfaces of the items. Typically, this is the front, sides, and top.

b) In most cases, use 2 crew members when padding large items.

c) You will need the following supplies when padding large items:

(1) 1-4 furniture pads (depending on the size of the item)

(2) 1-5 rubber bands (rubber band size depends on size of item)

(3) Miscellaneous supplies; tape or scrap cardboard may be needed for difficult/fragile items.

d) Large items may be padded in the home or in the truck.

(1) Advantages of padding in the home: it may help prevent damage to the item as it is being transported to the truck and it can protect the item if there is inclement weather.

(2) Disadvantage of padding in the home: carrying a padded item can be difficult to grip.

(3) Advantage of padding in the truck: it is convenient because all of the padding supplies are located there.

(4) Foreman and crew members should discuss options to determine the best plan for each job or item.

2. Padding large block-shaped furniture

For items such as wardrobes, bookcases, dressers, chest of drawers, buffets, follow these procedures.

- a) Tall items (bookcases and wardrobes)
 - (1) Use 2-3 furniture pads to properly cover the item.
 - (2) Place a pad over the top of the item and use a rubber band to secure it to the item.
 - (3) Take a second pad and wrap it around the front and sides of the item.
 - (4) Use a rubber band on the top side of the pad to secure it to the item and use a second rubber band on the bottom side of the pad to secure it to the item.
 - (5) If the item is unusually large you may need to wrap 2 pads around the item to cover all the finished surfaces.
 - b) Short items (dressers, chest of drawers, buffets)
 - (1) In most cases, use 2 furniture pads and 2 rubber bands.
 - (2) Place the pad over the front and top with enough excess to wrap around one side and cover that surface.
 - (3) Place a second pad over the front and top with enough excess to wrap around the opposite side and cover that surface.
 - (4) Use a rubber band to secure the pad to the top side of the item; use a second rubber band to secure the pad to the bottom side of the item.
 - (5) Make adjustments to the pad to cover any finished areas that might have been overlooked and fold all edges so that the pad is not loose.
3. Padding large appliances

The most common large appliances are washers, dryers, refrigerators, and freezers.

- a) Washers and dryers
 - (1) To ensure proper coverage, use 2 pads and 2 rubber bands. Typically, it's best to cover all surfaces of a washer or dryer.
 - (2) Place the pad over the front and top with enough excess to wrap equally around the left and right side of the item.
 - (3) Place a second pad over the front and rear with enough excess to wrap equally around the left and right side of the item.
 - (4) Use a rubber band to secure the pad to the top side of the item; use a second rubber band to secure the pad to the bottom side of the item.
 - (5) Make adjustments to the pad to cover any areas that might have been overlooked and fold all edges so no part of the pad is loose.

- b) Upright refrigerators and freezers
 - (1) Use 2-3 furniture pads and 2-5 rubber bands for proper coverage.
 - (2) Place a pad over the top of the item and use a rubber band to secure it to the item.
 - (3) Take a second pad and wrap it around the front and left side of the item and use a rubber band to secure it to the item.
 - (4) Take a third pad and wrap it around the front and right side of the item and use a rubber band to secure it to the item.
 - (5) Use another rubber band on the top and bottom of the item to hold all of the pads firmly in place.
 - (6) Make adjustments to the pad to cover any areas that might have been overlooked and fold all edges so that the pad is not loose.
 - c) Chest freezers typically
 - (1) Use 2-3 furniture pads and 2-3 rubber bands for proper coverage.
 - (2) Place the pad over the front and top with enough excess to wrap around one side and cover that surface.
 - (3) Place a second pad over the front and top with enough excess to wrap around the opposite side and cover that surface.
 - (4) Use a rubber band to secure the pad to the top side of the item. Use a second rubber band to secure the pad to the bottom side of the item.
 - (5) Make adjustments to the pad to cover any finished areas that might have been overlooked and fold all edges so that the pad is not loose.
4. Padding difficult and/or fragile items
- For items such as glass-sided items (hutches, curios, grandfather clocks), pianos, desks, and headboards, follow these procedures.
- a) Glass sides are typically found on china hutches, curio cabinets, and grandfather clocks and require additional attention to transport properly. These items can usually be padded similarly to a bookcase. However, the glass area(s) need additional attention.
 - (1) After padding the main item, you will need the following items: cardboard, a roll of packing tape, a box cutter, and a black permanent marker.
 - (2) Cut a piece of the spare cardboard to fit over the glass areas of the item.
 - (3) Use the tape to secure the cardboard to the item.
 - (4) Label the cardboard "FRAGILE" to alert the rest of the crew.

- b) Spinet pianos also require extra care to be transported properly. There are several types of pianos but the most common is a spinet piano. Spinet pianos can be padded similar to a dresser with a couple exceptions.
 - (1) Remove the music rack before padding the piano.
 - (2) Because most spinet pianos have 2 unsupported front legs, take proper care when caring for them.
- c) Most desks can simply be padded like a chest of drawers, but some desks pose additional challenges.
 - (1) If the desk has a shelving attachment on top, remove it first and pad separately.
 - (2) If shelving attachments cannot be removed, use extra pads (or skins) to cover these areas.
 - (3) For roll top desks, make sure the roll top cover remains OPEN before padding because the top can collapse if it is loaded improperly in the truck.
 - (4) Because pressboard desks are poorly constructed, they are not covered by our policy.
 - (a) However, if a customer would like us to move one, we can do our best to protect them.
 - (b) Disassemble the desk, if possible, and in most cases pad using the drape method.

5. Overstuffed furniture

For overstuffed furniture items such as hide-a-beds, couches, love seats, recliners, and overstuffed chairs, follow these procedures.

- a) Apply stretch wrap to all overstuffed furniture. This helps to protect the material from getting soiled during the move.
 - (1) To apply stretch wrap to an item, raise the item to waist high level if possible.
 - (2) To do this, place the item on 2 solid sturdy boxes or something similar. Just make sure that it can support the weight of the item and that the item does not damage what it's setting on.
- b) Leather furniture must be padded first before applying stretch wrap; follow these procedures:
 - (1) Place a pad over the front and top of the item with enough excess to wrap around the left side of the item.
 - (2) Place a second pad over the front and top of the item with enough excess to wrap around the right side of the item.
 - (3) Place a pad over the back portion of the item.

- (4) Use packing tape to secure the loose edges of the pads.
- (5) Make sure that all exposed areas of leather are covered.
- (6) Using a full-size roll of stretch wrap, make several rounds around the item until all areas are covered by stretch wrap.

NOTE: Leather must be padded before wrapping because condensation is trapped by the stretch wrap and can damage the surface. All other overstuffed furniture can be stretch wrapped without using any padding.

D. Final Furniture Padding Tips

1. When a furniture pad becomes overly soiled, torn, wet, or damaged, please keep it separated from the good pads and remove it from the truck when arriving to the home office. Inform the foreman or the general manager.
2. Typically, fold pads at the job site when the pads are removed as the truck is being unloaded. This is the task of the foreman, unless otherwise delegated. NOTE: However, if time is of the essence in completing a specific job, pads do not need to be folded at the site. See below for the alternative.
3. If pads are not folded while the truck is being unloaded, the crew can simply pile the pads in the trailer in a logical location. However, be careful not to bury small furniture under the pads; it is crucial to stay organized.
4. Furniture can be unpadded on or off the truck. However, if you are assisting a crew member tear down a furniture tier, do not un-pad furniture until the crewman no longer needs your assistance tearing down a tier of furniture.
5. Ensure that furniture is properly padded especially on hot, sunny days because any exposed areas can easily fade or become discolored in the sunlight. Wood finished furniture and upholstery are especially susceptible to this.

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