

KMS JOB PREPARATION COURSE

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Home Preparation

I. Introduction

- A. Home preparation includes a variety of options to help protect the customer's property during the move. The customer should be given the option to choose how much, if any, preparation they would like done to their home.
- B. The crew performs home preparation as follows:
 - 1. Following the walk-through, the job foreman informs the customer of home preparation options.
 - 2. The company provides the following options, which are explained in detail following this introduction:
 - a) Floor covering
 - b) Stair protection
 - c) Banister protection
 - d) Doorjamb protection

II. Basic Floor Covering

Floor covering is designed to cover and protect heavy traffic areas during the move.

- A. Protecting carpets
 - 1. Rug runners
 - a) Roll out rug runners over high traffic areas.
 - b) Use packing tape to tape the rug runners down; use plenty of tape so the runners remain intact.
 - 2. Cardboard
 - a) Typically, used cardboard works better than new cardboard.
 - b) Used mattress cartons or used mirror packs work the best.
 - c) Cut the cardboard to size and tape it to the carpet.
 - 3. Floor tape
 - a) Floor tape is a large roll of 28" wide plastic with one side that has a light adhesive to adhere to the carpet (very similar to a large roll of tape.)
- B. Hard flooring
 - 1. Hard flooring areas are usually made of wood, laminate, or linoleum. It is critical to protect these types of floors from damage.

2. Although cardboard or Masonite board may be sufficient to cover the floor, it is best to place a pad or skin onto the flooring first.
 3. Secure the cardboard or Masonite board to the threshold and carpet edge with tape, but do not tape directly to wood flooring as the tape may peel up the finish.
- C. Stair covering
Stairs endure much traffic and wear during a move. Proper protection can keep stairs in great condition.
1. Carpeted stairs
 - a) One option is using packing tape to cover the stairs. Place four strips of tape onto each step to form a six-inch covering on each step.
 - b) Floor tape can also be used to cover carpeted stairs. Floor tape is a large roll of 28" wide plastic with one side that has a light adhesive to adhere to the carpet (very similar to a large roll of tape.)
 2. Wooden stairs
 - a) Typically, no floor covering is used on wooden stairs.
 - b) If the customer requests covering on wooden stairs, use cardboard on each step, cut to fit and tape to each step. While taping to the wood surface is not encouraged, the foreman will need to determine which options will incur the least likeliness of damage.

III. Other areas

- A. Banisters
1. Typically, use a combination of pads and skins to cover and protect stair rails and banisters.
 2. Secure them with rubber bands and/or tape.
- B. Doorjambs
1. Protectors may be necessary primarily on the main door that will be used.
 2. Each trailer contains doorjamb protectors and are tailor made to fit around doorjambs.
 3. Place one protector on the door jamb opposite the hinges; however, it is acceptable to place another doorjamb protector on the opposite side as well.
 4. Doorjamb protectors can help prevent damage, but they may also excessively decrease the width of the doorway.

IV. Finishing the Job

Make sure all tools, trash, and floor protection are picked up and properly put away.

Truck Preparation

V. Pre-Job Preparation

- A. Many jobs need to have extra equipment or supplies.
- B. This should be overseen and delegated by job foreman.
- C. Foreman and crew need to see if the job they are assigned to needs any extra supplies before they leave the company facility.
- D. This information will be included in the paperwork prepared by the office; the following list explains items that are often needed for jobs.
 - 1. Packing supplies
 - a) Many of our jobs require packing supplies.
 - b) The office will prepare information to help you know much packing you may need.
 - c) It is important to know if the job needs used or new materials.
 - d) It is also best to add on approximately 25% more packing materials than is requested in case the customer adds more items.
 - e) Packing supplies should be loaded in an orderly way on the truck.
 - 2. Piano supplies for piano moves
 - a) If a job has a piano, it is very important that you make sure to have a piano board and all other standard equipment, which should already be on the truck.
 - b) If there are stairs involved, bring a used full-size mattress carton, used to slide the piano up or down the stairs as needed.
 - 3. Car supplies
 - a) These must be loaded if a vehicle is being hauled.
 - b) You must have a set of good 14 ft. split ramps, wood blocks, ratchet straps, and a decking bar.
- E. Truck and equipment preparation at job site
 - 1. Complete this after the walk-through.
 - 2. This preparation can help the job run efficiently and should be completed as follows:
 - a) Open and properly secure the doors to the truck/trailer. Do not leave doors unsecured.

- b) Properly place the ramps as follows:
- (1) Remove and then place the truck ramps first; most trucks use 14 ft. split ramps for the main ramps.
NOTE: For home areas with stamped concrete, protect the masonry where the ramps are used.
 - (2) Regardless of the size of the main ramps, place and secure them in a safe manner.
 - (3) Auxiliary ramps are available on each of the trucks. These ramps can be used in a variety of ways to improve the job's efficiency.
 - (a) 2 ft. ramps are best used for inclines of 12 inches or less, such as thresholds or 2 step porches.
 - (b) 4 ft. ramps are best used for inclines of 24 inches or less, such as the deck of the trailer or 2-3 step porches.
 - (c) 6-8 ft. ramps are best used for inclines of 40 inches or less, such as the deck of the trailer, ramp into the truck, porches, or decks.
 - (d) Ramps can sometimes damage the surface they are setting on. If the customer's property is at risk, use protection between the ramp and the surface. Typically, cardboard or a skin works best.
- c) Miscellaneous equipment may need to be unloaded and staged depending on the needs of the job. Follow these guidelines if the following equipment or supplies are being used.
- (1) Packing supplies
 - (a) Unload into an open area that is easily accessible by packers; for example, a garage or living room.
 - (b) Place the items in an organized way as follows:
 - (i) Place packing cartons in sequential order.
 - (ii) Do not allow varying sizes of cartons to get buried behind other packing supplies.
 - (iii) Place surplus cartons in an alternate location; for example, the garage or the back of the trailer.
 - (iv) Keep the tape gun bag and tape box centrally located so everyone can easily access auxiliary packing tools.
 - (v) Unload and place the toolbox, if needed, near the entryway of the house; inform the rest of the crew of its location. **Caution:** Do not place the toolbox on easily damaged or easily soiled surfaces, such as wood or light carpet.

(2) Pads (if needed)

The following guidelines will instruct you on how to set up a proper pad station:

- (a) Pad stations are needed on larger loads (usually 8,000 lbs.+) with several small to medium items. Pad stations are most effective with larger crews of 3 or more.
- (b) 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). Do not set up a pad station in the truck.
- (c) Use the following items when setting up a pad station.
 - (i) 6 or more pads or skins laid out flat on top of each other with the cleaner side facing up.
 - (ii) 6 or more small, medium, and large rubber bands.

C. Clean-up the trailer

- 1. This may be required prior to loading the trailer.
- 2. If so, ensure the following tasks are completed:
 - a) Fold all pads and skins using the following procedure:
 - (1) Using pad skid
 - (a) Most of the company trucks have pad skids that pads and skins should be placed on. Skids are convenient because they allow us to move a stack where we need them with a hand truck.
 - (b) The skids have attachments that allow straps to firmly secure a stack of skins/pads to it. Secure stacks to the side of the truck before departure, so they do not fall over.
 - (2) Folding pads
 - (a) Fold pads in half 3 times.
 - (b) There is a dark and light side to each pad; keep the light side to the inside of the fold. Place each folded pad on the skid in a consistent manner with the folded edge always facing out.
 - (c) The stack height should be approximately 5-6 ft. tall; strive to keep each stack straight.
 - (3) Folding skin directions
 - (a) Similar to pads, fold skins in half 3 times.
 - (b) There is a burlap side and a fabric side to each skin. Keep the fabric side on the inside of the fold.
 - (c) Place each folded skin on the skid in a consistent manner with the folded edge always facing out.

- (d) The stack height should be approximately 3-4 ft. tall; strive to keep each stack straight.
- b) Clean up strap box by making sure that all 2-inch straps, ratchet straps, and hump straps are properly rolled up and organized.
- c) Clean up house prep box by making sure that all rug runners, doorjamb protectors, floor tape, and miscellaneous supplies are well organized.
- d) Review the standard equipment list (on the rear wall of each truck), as well as the toolbox inventory list (located in each toolbox), confirming that all equipment items are accounted for.
- e) Sweep out the trailer.
- f) Dispose of trash.

VI. Job Completion

- A. Arrival back to our facility marks the completion of the job.
- B. Do not neglect completing the following steps:
 1. Fuel up vehicle if necessary. A vehicle should not be brought back to the company facility under a quarter tank.
 2. Park vehicle properly.
 3. Clean-up cab by removing all personal items and debris (e.g. pop cans, wrappers, etc.).
 4. Fold pads (or report the need to the general manager).
 5. Properly secure and account for equipment (refer to equipment lists as needed).
 6. Complete (or report to general manager) any necessary truck/trailer maintenance.
 7. Remove debris from truck/trailer (or report to general manager).
 8. Complete paperwork and return it to the office (by job foreman).
 9. Complete security inspection to ensure the vehicle is properly secured, locked, all lights are turned off, and windows are closed.

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