

Name: _____

Packing 101 Course Test

Clearly circle the correct answer(s) for each question.

1. True or False. Packing services are commonly requested by our customers.
 - a. TRUE
 - b. FALSE
2. True or False. Most movers prefer to use a tape gun when taping boxes.
 - a. TRUE
 - b. FALSE
3. True or False. The utility knife, commonly referred to as a box cutter, is an essential tool in a mover's belt because of customizing a box to fit specific items.
 - a. TRUE
 - b. FALSE
4. Which of the following cartons would you use to pack hanging clothes?
 - a. 1.5
 - b. 3.0
 - c. 4.5
 - d. 6.0
 - e. Wardrobe
5. Which of the following cartons would you use to pack larger, lightweight items like blankets, pillows, and comforters?
 - a. 1.5
 - b. 6.0
 - c. Dish pack
6. What kind of paper is most commonly used when packing?
 - a. Kraft paper
 - b. Tissue paper
 - c. Newsprint paper
 - d. 3-ply paper

7. What is the first step in assessing supplies for a packing job?
 - a. Gather a variety of boxes from the warehouse.
 - b. Obtain and review the pack list form.
 - c. Gather all tools and non-box supplies from the warehouse.
8. Which of the following cartons would you use to pack heavier, fragile items like electronics, glasses, and similar items?
 - a. 1.5
 - b. 6.0
 - c. Dish pack
9. Which of the following cartons would you use to pack flat items like artwork, pictures, and mirrors?
 - a. 1.5
 - b. 4.5
 - c. Mirror pack
 - d. Dish pack
10. Which of the following cartons would you use to pack long skinny items like fishing poles, golf clubs, rifles, shotguns, and tall lamps?
 - a. 1.5
 - b. 4.5
 - c. Lamp carton
 - d. Wardrobe carton
11. True or False. The office calculates the number of supplies needed for a job plus 20% so you don't run out of supplies. Pull the quantity noted on the pack list.
 - a. TRUE
 - b. FALSE
12. True or False. Following the job site walk-through, complete the home prep work *before* you begin packing.
 - a. TRUE
 - b. FALSE
13. True or False. When unloading and setting up the packing supplies, keep the carton supply and packing tools in the same area.
 - a. TRUE
 - b. FALSE

14. True or False. When setting up the cartons, organize them according to size so smaller sizes do not get buried behind larger sizes.
 - a. TRUE
 - b. FALSE
15. True or False. Before you begin packing, set up a single trash box that is a wardrobe box in a centrally located area and label the box "TRASH."
 - a. TRUE
 - b. FALSE
16. True or False. Before you begin packing, make sure the crew members have an action plan for disassembling furniture.
 - a. TRUE
 - b. FALSE
17. Which of the following items would NOT be included in the parts box, which houses primarily disassembled furniture parts.
 - a. Phones
 - b. Remote controls
 - c. Pet hamsters
 - d. Bolts and screws from bed frames
18. When packing furniture parts, which of the following is NOT a correct method?
 - a. Items should be placed in a zip lock bag (or wrapped in paper) and labeled. Then put the item in (per the foreman's direction) the parts box, parts bag, or attach to the furniture item.
 - b. Simply place all hardware and parts into the parts box unlabeled.
 - c. If the foreman has instructed the crew to keep parts with the furniture items, then place hardware from dressers, chest of drawers, and desks in the top right drawer.
19. When packing a room, which of the following is the first step?
 - a. Gather all tools required for the room.
 - b. Evaluate the assigned room.
 - c. Complete all disassembly.
20. Depending on the room you are packing, which of the following questions may NOT be relevant to ask of the customer?
 - a. Do you need your bed to remain set up?
 - b. Are there any items in this room that you do not want packed?
 - c. Do you want me to pack your money?

21. Which of the following box taping procedures is NOT correct?
- Start by folding the flaps in on the bottom of the box by folding two down and then folding the other two over.
 - Tape the bottom seam inside of the box for additional strength.
 - When taping a strip of tape across the bottom box seam, allow the strip to extend a minimum of six inches past the edge for maximum strength.
 - If the box contains heavy items, apply up to three strips of tape over the bottom seam. Additional strips should overlap each other creating a wider strip of tape across the bottom.
 - After the box is packed, fold in the top flaps and apply one strip of tape over the seam. It is rarely necessary to add additional strips to the top.
22. True or False. When filling boxes, never fill them completely full because you don't want them to be too heavy.
- TRUE
 - FALSE
23. Which of the following carton labeling procedures is NOT correct.
- Label each carton with the customer's last name in the UPPER-LEFT CORNER and the room and contents in the UPPER-RIGHT CORNER.
 - It's best to place all labeling on top of the carton.
 - AVOID using the following non-descriptive words: "etc.", "misc.," "stuff", and "junk".
 - Use LEGIBLE hand writing and PROPER spelling.
24. Which of the following carton stacking procedures is NOT correct.
- Stack cartons according to size (larger on the bottom).
 - Stack about 5 feet high.
 - Stack with the labeling facing out and visible.
 - Keep the boxes condensed into stacks and keep them well organized.
 - Stack cartons in the room's doorway entrance.
25. Which of the following final room evaluation procedures is NOT correct.
- Check to make sure everything was packed.
 - Leave cartons open so they can be inventoried.
 - Once you are absolutely sure that the room is completed, report to the job foreman that it is finished and is ready to be inventoried and moved.
 - At the end of each day of packing (for multi-day pack jobs), make sure that the packing supplies are organized and uncluttered.

26. True or False. Non-allowables are items that movers do not pack nor do they move.
- a. TRUE
 - b. FALSE
27. Of the items listed below, which is NOT considered to be a hazardous material.
- a. Laundry detergent
 - b. Liquid bleach
 - c. Pool chemicals
 - d. Cleaning solvents
28. Of the items listed below, which is NOT considered to be a hazardous material.
- a. Flammable cosmetics
 - b. Shaving gel
 - c. Aerosol hair spray
29. Of the items listed below, which is NOT considered to be a hazardous material.
- a. Loaded guns
 - b. Ammunition
 - c. Reloading supplies (gunpowder)
 - d. Duck decoys
30. True or False. Perishable food items are covered by our company, regardless of the distance of the move.
- a. TRUE
 - b. FALSE
31. True or False. Indoor plants are considered to be perishable items and are not covered by our company.
- a. TRUE
 - b. FALSE
32. When packing books, which of the following is NOT a correct procedure?
- a. Pack books flat.
 - b. If you are unable to fill the carton, use crushed paper to fill it up.
 - c. Use a dish pack carton.
 - d. Pack books how they would sit on a bookshelf.

33. When packing lamp shades, which of the following is NOT a correct procedure?
- Pack only one lamp shade per box.
 - Pack smaller shades in a 1.5 (book) box.
 - Write "FRAGILE" on the outside of the box.
34. When packing liquids, which of the following is NOT a correct procedure?
- Make sure the lids are sealed shut, using tape if necessary.
 - It's acceptable to lay liquids on their side if lids are sealed shut.
 - Draw arrows pointed upwards on each side of the carton.
 - Label the box "LIQUIDS."
35. True or False. When packing sharp utensils such as knives, place the knife in a guard first, if possible; if a guard is not available, wrap it in packing (newsprint) paper and label the paper "SHARP."
- TRUE
 - FALSE
36. True or False. Although pots and pans are non-breakable, it is best to wrap these items in packing (newsprint) paper before placing in a box.
- TRUE
 - FALSE
37. True or False. Lamp bases and lamp shades should NOT be packed in the same box.
- TRUE
 - FALSE
38. True or False. Any flat item that is wider than 18 inches should be packed in a mirror pack.
- TRUE
 - FALSE
39. True or False. Mattresses boxes can be cut down and customized for packing irregular sized items.
- TRUE
 - FALSE
40. True or False. Wardrobe boxes are only used for packing hanging clothes.
- TRUE
 - FALSE

41. True or False. If you are packing a mattress outside, make sure the mattress does not touch the ground before placing it in the mattress carton.
 - a. TRUE
 - b. FALSE
42. True or False. Use 3 crew members to properly pack mattresses.
 - a. TRUE
 - b. FALSE
43. Regardless of the room you are packing, which of the following tips is NOT relevant for each room?
 - a. Remove and pack all hanging and fragile items first.
 - b. Evaluate the room prior to gathering supplies.
 - c. Determine the best place to begin.
 - d. Keep 2-3 cartons of different sizes open and ready to pack at all times.
 - e. Work systematically around the room or area.
44. True or False. Do not pack breakables or pictures if you have not been trained.
 - a. TRUE
 - b. FALSE
45. Which rooms will you need to be MOST concerned about hazardous materials?
 - a. Laundry, bathroom, and garage
 - b. Kitchen and garage
 - c. Main living areas (living room, family room, rec room)
 - d. Bedroom, office, and closet
46. True or False. Because main living areas have more foot traffic than other parts of the home, when packing these areas you must pack in a way that does not inhibit the other crew members.
 - a. TRUE
 - b. FALSE
47. What is your goal in packing a room?
 - a. To finish packing the room without having broken anything.
 - b. To finish packing the room within 4 hours.
 - c. To finish packing the room and to have the room ready to be inventoried.
 - d. To have fun.

48. True or False. If you are working a multi-day pack job, it is not necessary to do any clean-up at the end of the first day.
- a. TRUE
 - b. FALSE
49. True or False. When the packing and clean-up is complete, load all of the customer's belonging *before* loading the packing supplies so they are easily located.
- a. TRUE
 - b. FALSE
50. Un-packing service is commonly requested by our customers.
- a. TRUE
 - b. FALSE