

**POLICY NAME:** Unpacking  
**Effective Date:** January 1, 2018

## **Purpose**

Employees will be trained in a consistent manner to unpack client belongings, including the breakdown of boxes; the preservation or disposal of packing materials; and the removal of tape and markings of unpacked boxes.

## **Procedure**

If we are just unpacking and not resettling our team is responsible for emptying the boxes and removing them from the job site. In addition, we are to remove all packing materials if possible. There may be times where we are just emptying boxes and the client will put everything away. If this is the case then the packing material may need to be left for the client to dispose of.

Disposal of boxes, trash – as a team member empties a box it is their responsibility to tear down the box and remove it from the home. If the box is to be discarded they are to note it with a Large X on it and place it in a separate pile from those that are to be re-used (see Box Policy). Also, a black trash bag should be in each room that is being unpacked to put any used packing materials in.

Safety – Safety is the responsibility of all team members. This includes when using blades, standing on ladders (preferable to chairs) or over-reaching to put something away. If you must do this then so must the client and this is not safe.

Returning all equipment and supplies – at the end of the day all equipment should be returned to the Team Lead. This will include apron, markers, box cutters, tape guns, etc.

