GRADUATE HOUSING STORAGE, SHIPPING and PACKING OFFERED BY PIECE BY PIECE

- Shipping and Storage is available to MIT graduate students via the Piece by Piece Movers website at www.storagemitgrad.com
- If you are shipping items larger than boxes and suitcases there may be other cost, please contact Piece by Piece directly.
- For Piece by Piece packing services please contact and work with them directly.

INSTRUCTIONS IF YOU WOULD LIKE PIECE BY PIECE TO PACK YOUR ITEMS:

If you are not able to return to campus, Piece by Piece will work with Housing and Residential Services to access your apartment, catalog and pack up your belongings. Piece by Piece provides the opportunity to schedule a zoom/ facetime call with the student as movers pack their room.

Piece by Piece Contact information:
Main contact: Michael Sumcizk - msumcizk@pbpmovers.com
Piece by Piece main number: 617.515.9886

Cost: $25 per box for the packing itself, which includes time and materials.

STORING YOUR ITEMS VIA PIECE BY PIECE MOVERS

To place a pick-up and storage order, visit the MIT Graduate Student Storage website, at www.storagemitgrad.com.

Storage pricing is a flat rate for the duration of March 18–September 1, 2020. Items stored after September 1 will be charged an additional flat rate for the duration of September 2, 2020 - December 31, 2020. Rates cannot be prorated.

Price includes pick up, storage, and delivery.

Piece by Piece Movers can deliver belongings to your housing location on-campus prior to the start of the fall semester. If you will live off campus or in an FSILG, Piece by Piece is able to deliver your items within a 5-mile radius of the MIT Campus. For any distance beyond the 5-mile radius, you must arrange to pick up your items from the Piece by Piece.

Piece by Piece schedules pickups and is provided access to residence halls according to Massachusetts emergency orders, and guidance associated with the COVID-19 State of Emergency. This may cause a delay in your scheduled appointment. COVID-19 information from Mass.gov can be found here: COVID-19 State of Emergency
<table>
<thead>
<tr>
<th>Item</th>
<th>Storage Price</th>
<th>Item</th>
<th>Storage Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medium Box (18”x18”x18”)</td>
<td>$45</td>
<td>Futon Mattress</td>
<td>$75</td>
</tr>
<tr>
<td>Large Box (24”x18”x18”)</td>
<td>$50</td>
<td>Box Spring</td>
<td>$70</td>
</tr>
<tr>
<td>Plastic Storage Item</td>
<td>$45</td>
<td>Couch</td>
<td>$75</td>
</tr>
<tr>
<td>Other-Box (Non PBP box)</td>
<td>$55</td>
<td>Nightstand</td>
<td>$50</td>
</tr>
<tr>
<td>Suitcase or Trunk</td>
<td>$54</td>
<td>Overstuffed Chair</td>
<td>$60</td>
</tr>
<tr>
<td>Unboxed Flat-screen TV</td>
<td>$100</td>
<td>Desk Chair</td>
<td>$70</td>
</tr>
<tr>
<td>Unboxed Microwave</td>
<td>$40</td>
<td>Desk</td>
<td>$70</td>
</tr>
<tr>
<td>Unboxed Refrigerator</td>
<td>$60</td>
<td>Poster Tube</td>
<td>$30</td>
</tr>
<tr>
<td>Unboxed Lamp or Fan</td>
<td>$40</td>
<td>Rug</td>
<td>$54</td>
</tr>
<tr>
<td>Bicycle</td>
<td>$60</td>
<td>Misc. Folding Item</td>
<td>$40</td>
</tr>
<tr>
<td>Bookshelf</td>
<td>$54</td>
<td>Framed Poster</td>
<td>$40</td>
</tr>
<tr>
<td>Table</td>
<td>$66</td>
<td>Mirror</td>
<td>$45</td>
</tr>
<tr>
<td>Bed Frame</td>
<td>$50</td>
<td>Musical Instrument (in case)</td>
<td>$75</td>
</tr>
<tr>
<td>Headboard</td>
<td>$50</td>
<td>Unboxed Stereo or Speakers</td>
<td>$75</td>
</tr>
<tr>
<td>Twin/Full Mattress</td>
<td>$60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Queen/King Mattress</td>
<td>$75</td>
<td></td>
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</tr>
</tbody>
</table>
SELF-PACKING INSTRUCTIONS:

Below are tips to help make sure items are packed properly and securely for storage.

Reminder: To place a pick-up and storage order, visit the MIT Graduate Student Storage website, at www.storagemitgrad.com.

Follow the packing instructions below to help ensure a successful relocation.

**Box Construction**

It is recommended that you use the "I" method:

- Step 1: Put 1 strip of tape along the seam across the box.
- Step 2: Put 2 additional strips, one on either side of it.

![Box Construction](image)

**Overpacking**

When packing, please DO NOT overpack your boxes. Check each box periodically as you pack it to make sure it’s not too heavy and the weight is evenly distributed. Don’t put too many heavy items in one box (such as books). NOTE: Piece by Piece Movers cannot be held liable for damage to items in boxes that are overpacked.

**Fragile Items**

When packing fragile items, it is best to wrap them in something soft to protect them. Ideas for padding: bubble wrap, towels, linens, and clothes. Also, writing “Fragile” on the side of the box is never a bad idea!

**Refrigerators**

You MUST unplug and thaw your refrigerator a minimum of 2 days prior to your pickup. Otherwise, mold and mildew may not only ruin your fridge but also potentially ruin anything stored near it. Piece by Piece Movers reserves the right to refuse to take any refrigerator that has not been properly thawed.
**High-Value items**

Piece by Piece Movers recommends that you DO NOT store the following items. Please bring them home with you to ensure their safety. We cannot be held responsible for any damaged items.

- Money
- Jewelry (including watches)
- Collectibles
- Sensitive information (birth certificate, social security card, passport, etc.)
- Financial items (credit cards, checkbooks, bank statements, etc.)
- Anything else with a high value

**Secure and Seal Your Items**

- Boxes: In sealing your boxes, you should place tape along each seam of the box. Do not use masking tape or string. A roll of packing tape is included with our packing kit.
- Carpets & Rugs: Make sure your carpets and rugs are rolled tightly, secured with tape, and covered in plastic if you want to keep them free from dust.
- File Cabinets & Desks: Be sure to empty all drawers.
- Shelves: Separate the shelves from the frame, and tape them together tightly. Store any loose hardware in one of your boxes.
- Refrigerators: Unplug your fridge two days before move out. Make sure your fridge is completely defrosted and dry at the time of pickup. Secure loose items inside of the fridge. Tape the door shut. Bundle and tape the power cord to the back of the fridge, behind the cooling coils so it is not "dangling" on the ground.
- Trunks and Luggage: Make sure that these items are locked or securely taped to prevent the contents from spilling during handling.

**SHIPPING YOUR ITEMS VIA PIECE BY PIECE MOVERS**

Shipping is available to MIT graduate students via the Piece by Piece Movers website at [www.storagemitgrad.com](http://www.storagemitgrad.com)

Shipping costs are based on the size, weight, and distance shipped for each item. Piece by Piece will be in contact with you regarding cost prior to shipping. Students will be charged when their items are shipped and a receipt will be sent via email.
Instructions for Shipping:

1. Sign-up and log-in to your account at [www.storagemitgrad.com](http://www.storagemitgrad.com). Under Student Info, select Post-Grad for your class year to indicate your status as an MIT graduate student.

2. In Step 4, you can sign-up for shipping. Enter the shipping address.

3. In Step 5, under Present Address, select University Housing and then select your Dorm and list your room number. You can add a service date and **you do not have to check the box that reads 'I am not available at the time of pickup.'** MIT Housing & Residential Services will coordinate with Piece by Piece Movers on pick-up dates and will accompany movers to ensure pick-up of your items.
4. **Step 6: Returning Address**
   applies to students who are using storage with Piece by Piece Movers and would like their items brought back to campus for the fall semester. If you are utilizing shipping only (not storage), select ‘**I do not have a housing assignment for fall semester.**’

5. In **Step 7**, you enter payment information.

6. In **Step 8**, you will receive confirmation of your order. Please print all labels and place them on your boxes and items that need to be shipped.

7. If you have questions on shipping, please email gradcovidmoveout@mit.edu