

GSA and AMSA Household Goods and Freight Forum

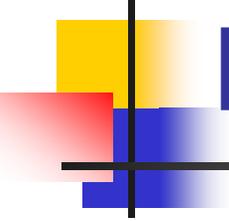
Commitment To Excellence



Storage In Transit

By: RaeAnn Moore
Starck Van Lines

What the GSA HHG Guide Reads



- **Section 7:
Am I Entitled to Place
My Household Goods
Into Temporary
Storage?**

Yes, if authorized by your agency. Your household goods may be temporarily stored initially up to 90 days. If you require additional temporary storage time, you may be allowed an additional 90 days, if authorized by your agency. You should contact your Responsible Transportation Officer/Agency Move Coordinator for instructions on how to request the additional storage time.

Movers duties

- **Council family on the 90 days of storage rule.**
- **Valuation coverage still continues from original shipment**
- **At the end of 90 days notification to the agency and to the family.**

What the GSA HHG Guide Reads

- *Is there any special justification needed to request additional temporary storage time?*

Yes, justification for additional storage time may include:

- **An intervening temporary duty or long-term training assignment;**
- **Lack of available housing;**
- **Delays in construction work on a new or renovated residence;**
- **Serious illness of employee, or illness or death of a close relative; and**
- **Strikes, acts of God, or other circumstances beyond the employee's control.**

Movers duties

- Get authorization from the agency
- Arrange for other payment options with family.

What the GSA HHG Guide Reads

- *What happens if my household goods are still in storage after the temporary storage time expires?*

If your household goods are not removed from storage-in-transit at midnight on the 180th day, liability of the moving company terminates, the interstate character of the shipment or portion thereof ceases, the warehouse is considered the destination of your property. The warehouseman becomes the agent for the property owner, and the property is then subject to the rules, regulations and charges of the warehouseman.

Movers duties

- **What does this mean???????????**



SIT to Perm. Storage ...

Here is what it means.

- **Interstate rules don't apply**
- **Shipment is now considered at the address of the warehouse.**
- **Local and Intrastate rules apply for that given state.**
- **Valuation coverage is no longer on the shipment from a interstate rule but rather a local Intrastate rule and valuation coverage will be charged for.**
- **Charges that will apply:**
 - **Monthly storage**
 - **Monthly storage valuation**
 - **Warehouse handling**
 - **Delivery out of storage**
 - **Delivery out of storage valuation**



What the GSA HHG Guide Reads

- *If I leave my household goods in storage after the 180-day temporary storage period, will the Government pay for the storage?*

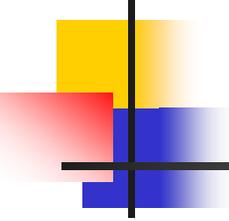
No, the Government will not pay for temporary storage that exceeds 180 days. Household goods shipments that remain in storage after the 180-day temporary storage period changes its character from temporary storage to non-temporary storage without transition

Movers duties

- **Insure that the family and the Agency are aware of the conversation from SIT to non-temporary or Perm. storage.**
- **Make payment arrangements with the family**
- **Explain the valuation coverage rules and total cost associated with this change.**

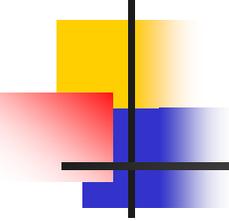
Tips to insure safe storage

- Have rugs and carpets professionally cleaned. – allow enough time for drying before shipping.
- Wash all woolens before packing them for storage.
- Ensure the inside of refrigerators, freezer, microwave oven and washing machine are washed and completely towel dried to remove all moisture/food content. This will prevent mold from developing.
- Check that you have not included any flammable liquids, perishable food or other hazardous items in your consignment.
- Clean all items for storage thoroughly before the movers arrive.
- As secured facilities we do not offer self storage, professional storage services are best suited to clients that do not require access to their stored goods.



Forms that you will see during storage process.

- Please see hand out.
- Inventory
- Bingo sheets
- Warehouse identification sheet
- Exception sheet



The pick up ... what to expect.

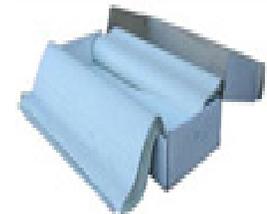
■ Normal loading process

Inventory:

- A written inventory will be made of your items before they come into storage just as it would for a Long Distance move.
 - A copy will be kept with the mover and a copy will go to family.
- Each item will be tagged with a number to make it easy to locate on an inventory sheet.

The packing... what to expect

- Why ... unprinted news print
- Normal packing process – with exception of:
 - Rugs
 - Large electronic items
 - OS furniture – sofa and chairs
 - High value Items
 - *WE WILL GO INTO MORE DETAIL ON THESE ITEMS LATER.*



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The delivery into storage... what to expect

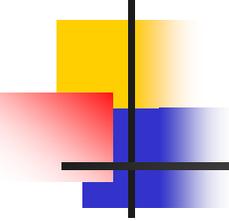
- Check off of items into storage
- Loading into vaults
- SIT starts on the day shipment arrives at warehouse
- Exception sheet done



The delivery out of storage... what to expect

- Loading of vaults onto truck
- Exception sheets filled out at delivery
- Inventory check off

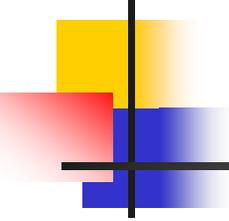




Can your employee access the storage for items?

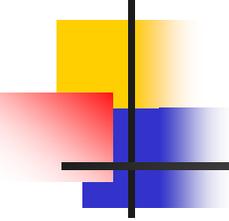
Access:

- Household goods are placed into sealed "vaults" and then stacked into the warehouse.
- Most times more than one "vault" is needed to contain a normal HHG shipment.
- If an item needs to be located each "vault" must be taken from the rack and opened until the item is located. This is a time consuming process so therefore an hourly rate may apply.
- Some warehouses use what's called a bingo sheet- see hand out.
- A couple of items you may want to keep with you are legal documents and off-season clothing



Can your employee have a partial delivery?

- If in Perm – employee approval
- If in SIT – agency approval
 - Hourly sorting charges
 - Warehouse handling
 - Delivery charge if needed
 - Hourly charge for replacing vaults



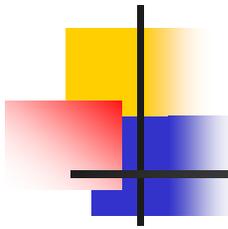
Origin or Destination?

- Destination within 50 miles
- Origin only if authorized
 - Warehouse that is a better facility
 - Family request
 - No facility at destination

Storage of OS furniture...

- Shrink wrap – except leather
- Not placed with other storage items
- Placed in OS racks – to insure nothing is sat on top of these items.





Storage of Appliances...

- These items need special consideration
- When item is delivered let come up to or down to room temperature before plugging unit in.
- Make sure they are dry and clean.
- For refrigerators place a small box of baking soda inside to be sure to collect any odors.
- Make sure that the warehouse stores these items with the doors open rather than shut. This will eliminate the chance of mold.

Strange and unusual happenings☺ while in storage!

- Animals put into storage by accident- ☹️
- Mr. and Mrs. Tidy get moved and all their furniture has a fresh coat of wax.☹️
- Plants ... why?
- The ever so Popular TRASH



Storage of Carpets..

- Movers will roll all rugs
- Movers will wrap them
- They will be stored in rug racks away from the rest of the shipment.
- Rugs should be cleaned
 - Tell the cleaner you are storing them
 - Allow time for drying



Storage of high value items...

- No important papers
- No jewelry
- No currency of any kind including collections
- Climate control -
 - Wine collections
 - Fine Art – oil paintings



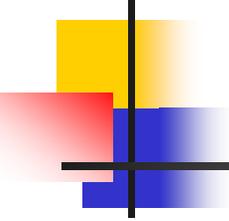
Filing of a claim, after delivery.

- 180 days or less of storage



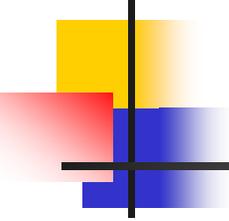
- Over 180 days once converted from SIT to perm. Storage.





Unclaimed items...

- Numerous attempts are made to contact the family
- Legal notification – (multiple times)
- Public notification (newspaper)
- Final public sale
- Laws differ from state to state



QUESTIONS?????

- questions

