CLEANING INSTRUCTIONS

1. MOTORCYCLE – Disconnect the battery and tape the ends with electrical tape, drain the gas completely, empty all fluids and clean it from top to bottom.
2. BBQ GRILL – Clean the inside of the grill with oven cleaner or prescribed cleaner, make sure the pit is completely dry after washing, also wipe down the outside and wheels. Coals, briquettes or wood chips cannot be left inside the grill and all residues must be removed.
3. LAWNMOWER – Drain the gas and oil, clean the undercarriage well **(all grass and dirt that can be scratched off should be completely removed!).** Make sure the wheels, back flap and top are clean. Grass catchers should not have any grass in them. (RECOMMENDATION – use a pressure washer)
4. WEEDEATER – Drain the gas and oil and there should be no grass or dirt that can be scratched off. (RECOMMENDATION – disassemble completely and use a pressure washer)
5. LAWN FURNITURE – Wipe away all dirt, bugs, grass, mud or insects. Make sure it is completely dry before having packed.
6. FLOWER POTS - Remove all plants and soil. Clean thoroughly. (RECOMMENDATION – put in the dishwasher)
7. GARDEN TOOLS – Make sure all dirt and mud is removed and the tools are washed off.
8. OUTDOOR TOYS – Wipe away all dirt, bugs, grass, mud or insects. Make sure they are completely dry before packing.
9. SWING SET – During the pre-move inspection with the packers, ask if this and any other big outdoor items (ex. Basketball hoop and trampolines) need to be disassembled by you before they can be packed. Usually, this is the member’s responsibility, because these items need to be cleaned before they can be packed.
10. CLEATED SPORT SHOES – Run through the washing machine and make sure they are dry.
11. LUMBER – Make sure there is no dirt, mud, bugs, grass or insects on the wood. Heat-treated wood is preferred. The main concern is woodworms.
12. OUTDOOR TRASH CANS - Completely free of trash. Need to be washed out and dried.
13. WATERHOSE – Make sure it is completely drained and wipe off the outside.
14. ICE CHEST/COOLERS - Make sure there is no food, ice or water left inside. Need to be washed out and dried.
15. STROLLER – Clean the wheels and frame.
16. YARD DECORATIONS – Sanitize any items that have been in the ground and wipe away all visible dirt.
17. VACUUM CLEANER – Remove the bag, clean the filter, wheel area and wheels, wipe off the top and bottom.
18. CAMPING EQUIPMENT – Clean all tent stakes and camping chairs in bags.
19. ANY OTHER OUTDOOR ITEMS – Roller blades, skateboards, scooters, hiking equipment, fishing equipment, spare/winter tires, pools storage containers for water hoses and garden tools, etc. – Must all be cleaned. Wipe away all dirt, bugs, grass, mud or insects. Make sure they are completely dry before packing.
20. BICYCLES – Clean under the seat, the frame and tires. Bikes can go in your UB shipment.
21. GOLF EQUIPMENT – Clean the grooves of the clubs, shake out all compartments of the golf bag, to ensure no insects/bugs have flown or crawled inside, make sure the golf tees have been cleaned and all pull carts should be cleaned.

**MEMBERS SHOULD ALWAYS INDICATE ALL ITEMS, REGARDLESS OF CONDITION (NEW, USED, AND NEVER USED IN GERMANY). ANYTHING SHIPPED FROM ANOTHER COUNTRY OR THE US THAT WAS DIRTY, WHEN IT ARRIVED HERE,** **WILL HAVE TO BE CLEANED PRIOR TO IMPORTATION BACK INTO THE US! FAILURE TO DO SO COULD POSSIBLY RESULT IN A FINE TO THE MEMBER OR INABILITY TO SHIP THESE ITEMS.**

* **MAJOR AGRICULTURAL CONCERNS:**
* All shipments going into the US, US territories, and UK and also transiting through the US are subject to random inspection by Customs Border Control Agents. For this reason your shipment will be subject to prior inspection by the customs office at Einsiedlerhof. All outdoor items have to be thoroughly cleaned before the packers will pack them. If in fact you fail to clean your outdoor items and your shipment is inspected, it will be detained and fumigated before it reenters the transportation system. The cost for fumigation will be charged to the member and can be up to $2,500.00 per crate.
* The first day the packers arrive at your residence will be the day a customs inspector will show up to inspect your outdoor items. They normally arrive between 0800 – 1300 hours. Please perform a pre-inspection of all your outdoor items, have all items cleaned and in one location. Make sure all items are in a dry area, because any water on them will produce mold in your shipment.
* All outdoor items should be free of dirt, sand, soil, mud, bugs, weeds, seeds, grass, insects, leaves, snails and moths in various stages.
* If your outdoor items have not been cleaned when the customs inspector arrives, they will instruct the packers not to pack these items until they have been cleaned and re-inspected.

**The inspectors will only come to your residence twice for customs items. If they are not clean during the second inspection then the items will not be shipped.**

* ALCOHOL – If you plan on shipping alcohol back to the States, be sure to research the requirements for the State you plan to import to. State laws precede federal law and some states (dry states) prohibit the importation of alcohol. All alcohol shipments are subject to both federal and state taxes. Please contact the Customs office in Einsiedlerhof for further information or any questions.
* TOBACCO – No tobacco can be shipped in your government shipment. You may elect to hand carry a carton of cigarettes (10 packs / 200 cigarettes) and / or 50 cigars (NO CUBANS!)
* As of 12 December 2003, the US has been enforcing the bioterrorism act at the border. This act focuses on the importation of food products into the US because of this act, the customs office recommends that you do not include any food products in your shipment otherwise it could be held up in Customs. This does not mean you cannot ship certain food items. You may still ship certain spices, USDA canned goods and certain non-perishable items. Lists of admissible and prohibited foods have been provided inside the information package. Fresh fruits, vegetables, meat and meat by-products are strictly prohibited. Failure to adhere to these standards could result in fines or jail time. If you have any questions, please contact the customs office in Einsiedlerhof.\

**Please make sure to lock up your valuables and outprocessing items.**

**Keep children out of the packers’ way.**

**Lock up all animals.**