



Learning Express

Trailer Packing Checklist

ADD PICTURES

- Before repacking, please wash/sanitize the materials as needed. Clean-up could be a great activity with children!
- Repack each tote completely and carefully. Please let us know if there are any broken or missing pieces.
- Replace Contents sheet and Inspiration Card back in the transparent folder on the tote cover.
- Place all totes back on shelves in order.
- Pull cargo net down over shelves to keep totes in place.
- Secure whiteboards, puppet theaters, and tables tightly against the wall across from the bins.
- Place storage cones, tents, and hand truck in the nose of the trailer.
- Please ensure that items will not shift during transport!
- Return trailer keys and 3-ring binders to the driver at pickup.