



Staples Removals

DOMESTIC MOVING CHECKLIST

5-8 WEEKS PRIOR

- ☐ Have a thorough clean out – don't forget the garden shed and garage, roof cavity and under the house
- ☐ Begin to run down supplies of pantry, frozen and other perishable foods
- ☐ Check that larger appliances and furniture pieces will fit in your new home and make a list of anything you have decided not to take. If selling, prepare and lodge sales advertisements
- ☐ Keep a list of incoming mail and notify change of address for any subscriptions
- ☐ Advise friends and relatives of your move
- ☐ Prepare an inventory of everything and store it with your valuables
- ☐ If you are packing, plan how and when to pack your belongings
- ☐ Advise your children's school of your move and make arrangements with their new school

4 WEEKS TO GO

- ☐ Collect the family's dental and medical records, letters of introduction and children's school records
- ☐ If renting, advise your current landlord/estate agent

3 WEEKS TO GO

- ☐ Provide your change of address to your solicitor, local council, insurance companies, accountant, hire purchase companies, stores where you have accounts and clubs
- ☐ Consider garage sale

2 WEEKS TO GO

- ☐ Advise your bank(s) where you have accounts including credit cards
- ☐ Make necessary arrangements to move your pets if we are not moving them for you

7 DAYS TO GO

- ☐ Notify post office regarding redirection of your mail
- ☐ Advise the Electoral Office
- ☐ Advise the Taxation Office

6 DAYS TO GO

- ☐ Advise the relevant authorities for change of address on your licence and car registration
- ☐ Organise the final accounts for gas, water and electricity
- ☐ Ensure that electricity, gas, water and other services are connected to your new home and ready to go on the day you move in

5 DAYS TO GO

- ☐ Contact your phone company regarding the disconnection of your landline and/or broadband services and the final billing
- ☐ Confirm new landline phone number (if applicable) and date of connection
- ☐ List essential items you will need on moving day
- ☐ Collect any items outstanding such as laybys, dry cleaning, shoe repairs etc
- ☐ Return library books or dvd rentals
- ☐ Return anything borrowed from neighbours
- ☐ Cancel any deliveries of papers, milk etc

3 DAYS TO GO

- ☐ Cancel any regular services such as lawn mowing
- ☐ Check with manufacturers whether your washing machine and refrigerator motors need bolting down
- ☐ Clean out medicine cabinet and take any unwanted medicines to the local chemist for disposal
- ☐ Empty rubbish bins
- ☐ Do final clear out of garage and other areas
- ☐ Dispose of flammables correctly
- ☐ Drain fuel from lawn mower and other machinery
- ☐ Take down curtains, venetians and other blinds if they are not remaining in your present home
- ☐ Prepare any bulky items which are being moved such as trampolines, garden furniture, swings etc

1 DAY TO GO

- ☐ Make sure gas, electricity and water meters have been read
- ☐ Defrost fridge and freezer. Remove food and wash out interior
- ☐ If Staples Removals are arranging transport of your car, have it ready for collection and ensure you've removed all personal belongings
- ☐ Be sure to arrange access or parking on the street for the removalist truck. Make sure all access is clear.

THE BIG DAY

- ☐ Don't worry! You are probably well organised, even though it may seem otherwise.
- ☐ Carry all valuables and important papers with you
- ☐ Make sure all taps are turned off
- ☐ Check gas, electrical switches and lights
- ☐ Lock doors and windows and collect all keys
- ☐ Check and double check that nothing has been left behind

Notes:

SOME IMPORTANT CONSIDERATIONS

KITCHEN

Foodstuffs and liquids: Only goods which are unopened or in sealed containers can be moved. No food items can be accepted into storage due to the risk of spoilage and attraction of vermin and insects. The difficulty posed in transporting liquids in previously opened bottles (eg. liquor) is the risk of leakage in transit and the consequent damage to other goods in our vehicles.

Refrigerators/freezers: These appliances must be emptied of foodstuffs prior to removal, to ensure they are dry and ready. They should also be turned off/defrosted at least 24 hours prior to removal. Drip trays should be emptied and dried. As the refrigerator door may be closed for several days during transit we recommend that you ensure the interior is cleaned with mild bleach followed by a wipe of vanilla essence to counteract any residual bleach odours. Where practicable, we suggest that freezers be left to stand for 2-4 hours after delivery before being switched on, therefore minimising the risk of damage to the compressor.

LAUNDRY

Appliances: These must be disconnected from the power and water supply prior to removal. Similarly appliances such as clothes dryers that are fixed to the wall, must be dismantled prior to removal day. Preparation of appliances for shipment is not part of our removals service, however in most instances we are able to arrange for the necessary service to be provided by a reputable specialist.

Washing machines: Please drain the appliance and hoses of all water and dry the interior of the machine prior to removal. Additionally, most washing machine bowls must be secured before shipment to prevent movement and consequent damage. Please ensure that you refer to the manufacturer's handbook or contact the manufacturer for advice or service, to avoid preventable damage.

LOUNGE, FAMILY AND RUMPUS ROOMS

With, printers, plasma televisions and hi-fi components, we recommend that you refer to the manufacturer's specifications for guidance in preparation of these items for transport.

The dismantling and reassembly of fixtures, wall units and unconventional furniture items is not part of our service, nor do we re-affix blinds, curtains, other fittings or rehang pictures and mirrors. In most instances we can arrange for this to be done and/or recommend a reputable specialist.

BEDROOMS

The disassembly and reassembly of conventional beds is a normal part of our removal service. Items of furniture that require specialist skill or equipment (eg. waterbeds, prefabricated wardrobes etc) must be prepared for transport

prior to removal day. In most instances, Staples Removals can arrange for a specialist(s) to attend to these tasks for an additional charge. On local moves it is possible to leave clothing and similar items in wardrobes and drawers of dressing tables etc, as long as the item of furniture isn't overloaded and unsafe to handle. On all long distance moves and moves into storage these items must be packed into cartons.

On removal day please strip beds and fold bedding ready for packing, where packing is being done by Staples Removals. Please note: jewellery (other than costume jewellery) and money cannot be packed, shipped or stored by Staples Removals.

WORKSHOP / OUTSIDE

Garden and outside effects such as garbage bins, lawn mowers, tools etc must be clean and if necessary, scrubbed down and disinfected prior to removal day. The dismantling and reassembly of trampolines and swing sets is part of our normal service where dismantling is necessary, and such work is not affected by rusted bolts or the need for specialised tools. Our service does not include the dismantling of outside TV antennae.

PACKING TIPS

Should you be doing some of the packing yourself, the following professional hints may be useful:

1. Use cartons supplied by us or the original manufacturer's cartons.
2. Line the base and sides of carton with crushed paper (preferably butchers paper) at least 5cm thick.
3. Wrap items individually, placing heaviest items on the bottom and lightest items on the top.
4. Pack similar items and sets in the same carton.
5. Place a layer of crushed paper between each layer of packing and one between the last layer and the lid of the carton. Then seal the carton with 5cm packing tape, ensuring that both the base and top of the carton are securely sealed.
6. Mark on side of the carton its contents, the room it came from and your name.
7. When packing books, please ensure that these are packed in small cartons so that they aren't too heavy to handle safely.

PLANTS

Moving plants on local moves is a routine matter and normally presents few difficulties. Long distance moves, particularly interstate moves are not conducive to the health and well being of plants. We recommend that you consider giving away plants to family or friends when moving long distances. As there are varying quarantine regulations between states, it is important that you obtain the relevant approval from the appropriate department. *Please see our moving Plants and Fish Information Sheet*

DANGEROUS GOODS

The following goods cannot be moved or stored due to their dangerous or flammable nature; cooking oils, cleaning solvents, aerosol cans, matches, firelighters, pesticides, paint, thinners, oil, petrol, kerosene, methylated spirits, turpentine, weed killers, photographic chemicals, swimming pool treatments containing liquid chlorine and the like.

Lawn mowers, LPG cylinders, fire extinguishers, scuba tanks, gas tanks used in welding, heaters, and lamps must be emptied of fuel (using an appropriate method) and gas cylinders certified as empty by an authorised person, in the interests of safety. Batteries must be removed from all appliances. We suggest that in the case of local moves, you consider taking such items yourself, avoiding the significant cost of replacement.

FIREARMS

As firearms are considered dangerous and pose significant potential risk to our removalists, they are not transportable by Staples.

PREPARING TO LEAVE

We suggest that you put together a 'survival pack' that consists of those items that you may need immediately at your new home. These items should be packed in a separate carton, appropriately marked and placed at the rear of the load to ensure that it is one of the first items unloaded. Items you may wish to consider for inclusion are an electric kettle, coffee mugs, coffee/tea, teaspoons, toilet paper, soap, corkscrew, bottle/can opener, torch, knife, paper plates, tissues, cleaning clothes, screw driver, hammer, and favourite toys for young children.

To ensure nothing is left behind it is essential that at the completion of loading you accompany our senior crew leader for a final check of your home. If, for some reason, you are not going to be present for the duration of your removal it is important that you arrange for someone to act on your behalf.

DELIVERY

It is important that you, or someone acting for you, be present when we deliver your goods so that we are correctly directed in the placement of furniture and cartons. You will find that this speeds up your transition into your new home. On a long distance move where an inventory has been taken at the time of loading, please check items as they are brought into your home, as we ask you to sign for their receipt.

STORAGE

When placing your goods into storage we suggest that all personal papers be retained or alternatively, they should be packed together and clearly identified. This makes retrieval easier in the event that they are required.