

MOVING DAY CHECKLIST



"Moving house can be quite a challenge so planning is essential. We have put together a checklist for you, to make your day run smoothly! Hope you find it helpful!"

Jenine Harris

Owner at Ballarat Advanced Self Storage

A checklist of essentials for moving day

- Firstly, write up a schedule for the day. What time what has to be where!
- Give a copy of the new house floor plan to the removalists and any other helpers. Include names of each room and where to park vehicles.
- Brief the removalists and/or any other helpers, as to what items you would like unpacked first, e.g. kitchen and bedroom should be the first unpacked. Have those boxes loaded onto the vehicle last for unpacking first.
- House keys for new and old home. If your old home is a rental drop off the keys to the Real Estate Agent once the move has been completed.
- Have a charged mobile phone + phone charger
- Have a list of contact details for all parties involved in the day
- Have a writing pad and pen handy for any important notes
- Keep packing essentials handy incase needed: packing tape, scissors, labels, black texta.
- Have some spare boxes for last minute items
- Cleaning essentials handy for final surface cleaning
- Have a copy of any paperwork or identification required on the day, e.g. legal/rental documents, personal identification (drivers licence, etc.)
- Keep cash and/or credit card handy for any payments needed, e.g. paying removalists.
- Have snacks, lunch, drinks on hand for when a break is needed, plus hand wipes.
- Make sure all the boxes and items are clearly labelled with the room you would like them to be moved into, e.g. main bedroom. The room names should correspond with the floor plan.
- Mark boxes with a number 1, 2 or 3. #1 to be unpacked first. #2 unpack that week. #3 no priority.
- Keep top priority items together, e.g. baby/kids' essentials, pet food, toilet paper, hand wash, etc.
- Have enough helpers to direct removalists, e.g. someone directly traffic at old house and someone ready for arrival to the new house.
- Check items as they go onto moving truck and make sure fragile items are marked and handled appropriately.
- Before leaving old premises make sure all items have been packed. Do a final check of all cupboards. Don't forget top and underneath too.
- If you rented the home, photograph each room and any damaged surfaces before leaving, to show your Real Estate Agent.
- Double check all doors and windows are locked that a final reading of meters has been done and that the taps and light switches are off.
- Lastly, do any last minute surface cleaning.
- Drop off keys to real estate agent if needed, include any remote control devices.
- Make sure removalists and all helpers have a mobile phone on and charged incase of any problems
- On arrival at new house check for any damaged or broken items. Photograph each room and any problem areas before unpacking.
- Unpack the priority boxes in the kitchen first and make sure any kids have a variety of toys and snacks to keep them entertained.
- During unpacking note any items that have been broken during the moving process and notify removalists asap.
- Next, make up beds ready for first nights sleep and unpack sleepwear and any essential toiletries.
- Don't forget to take breaks throughout the day. Moving can be tiring work!