



# MOVING HOUSE CHECKLIST

## **As Far in Advance as Possible – Preferably at Least 3 Months**

- Realise that moving house is a project like any other, and the '7 P's' of project management are 'Proper Planning Prevents Piss Poor Performance'. Everything should be planned. Your goal is to get everything from point A to point B safely, and your detailed plan should enable this goal. You have downloaded this checklist – a good start!
- Set an estimated moving day – doesn't have to be exact at this point!
- Decide what is coming with you, and what will be left. For whichever group is smaller (usually the 'being left'), either come up with a list, mark the items with a tag (such as a little orange sticker), or – best of all – move these items all into one area if they are not something you use frequently. Now everyone will know what is coming and what is staying.
- Decide whether you intend to use a professional removalist. We recommend you DO for all but the tiniest of moves where you have enough blankets to wrap all of your furniture properly and have access to family labour and a van or truck. We NEVER recommend moving furniture in box trailers as bouncy box trailers do break furniture!
- Decide whether you intend to pack the boxes yourself or pay a professional removalist to pack for you. We highly recommend you pack yourself as packing costs us a lot of labour hours and we have to charge accordingly. Expect to pay thousands of \$\$\$ extra if you require a packing service! If you DO want us to pack for you, the good news is you can ignore all of the packing on the rest of this checklist...

© 2018 Strathbogie Removals & Trucking Pty Ltd. | [www.strathbogie-removals.com](http://www.strathbogie-removals.com)

If you download and utilise this checklist while directly employing the services of a competing removalist without contacting us for a quote, you will have bad karma for life, be stricken with scabies, rabies & mange, and be struck by a largish meteor, in that order.

Guesstimate the amount of boxes you think you will need. Try and estimate on the high side. Also, remember that heavy things such as books or china need to go in smaller boxes, and lighter things such as desk lamps or DVDs can go in larger. If you have a source of free boxes, you want to start assembling them now. People often use plastic tubs, which is fine, but be aware plastic tubs tend to crack when stacked, while cardboard boxes handle stacking fine. If you are going to want to buy boxes and live in Northeast VIC, contact us first as we are significantly cheaper than storage units and hardware stores!

### **6-8 Weeks in Advance of Moving Day**

Now is about the time to contact Strathbogie Removals & Trucking to discuss your move. If you are local we will come out and quote you on-site, and also quote on and supply boxes and packing materials if you need them. If it will make you feel better, call around and get a few more quotes from other removalists, but be sure that they are decent, established companies with proper equipment, insurances, registrations, payroll employees, etc. If they are not and you go with them, you are putting your goods at risk! If you select us, we will book the exact moving day and time at this point.

By this point you have a moving date and a number of boxes, hopefully on the generous side. It is time to start packing. Packing requires discipline and persistence (and time!). So we recommend this:

- Leave off to the side absolute essentials such as a couple of changes of clothes, toiletries, etc. This is your day kit so don't pack it.
- Also leave off to the side anything perishable. It will happen the day of the move.
- Also leave off to the side important papers related to transfer of the house, utilities, changes of addresses, etc. Don't pack your passport or driver licence either – we've seen it happen!
- Pick a method to the madness...we came up with one that works a treat and have named it the 'Box-a-Day-Plus-Seven' method. It is simple – count up the number of boxes you have guesstimated and start packing at least one box a day as many days out as you expect there to be boxes, plus 7 days. If you have 40 boxes, start 47 days out, starting with the least important/urgent stuff to be packed. The last 7 days, by the way, is for prepping your furniture and/or time overruns and/or way more boxes than you thought and/or going to chillax and watch a movie marathon because you're already done with 7 days to spare!

- If you are late to the party and the timeframe in this checklist has already gone out the window, don't freak out – just adjust your quota upward until it becomes orderly and doable. So you might have to change it to the '5-Boxes-a-Day-Plus-Seven' if that's what it takes to get it done.
- Whatever method you choose, ours or your own – stick to it! If you have trouble with this sort of discipline, offer yourself some reward scheme. E.g. meeting your daily box quota = a glass of wine when done for the day! Double your quota and make it two glasses!
- It sounds obvious, but pack things you use the most last. This means starting with things you use the least.
- Put heavy items such as books in small boxes.
- Non-fragile items such as books or CD's can go straight in without packing material, but anything remotely fragile (china, glasses, etc.) should have packing material around it. If you are using bubble wrap (which we recommend and sell), make sure there is at least one layer between every single fragile item and the item next to it (or the box wall). If you are using clothes or linens to pack, which is a good zero-cost option, make sure there are at least 2-3 layers of material between each fragile item and the next. So for putting a glass in a pillowcase, for example, put it in then wrap the pillowcase around 2-3 times, then put a second glass in and wrap it 2-3 times. Plates should have layers of bubble wrap or linen between each and every plate to be safe.
- Label all boxes with texta markers that gives a simple idea of the contents and/or where it is going at the new place.

Once you have finished packing – treat yourself to a mini-celebration. Go out for dinner or something. You have already completed the hardest part of the move!

### **2 Weeks in Advance of Moving Day**

If you are using the services of a house cleaner, book that now. We highly recommend it be a day after moving day if possible, but if it must be on moving day, be sure to allow us 4 hours for large moves (2 hours for small move) to get all of your things out of the house before the cleaners come through!

### **1 Week in Advance of Moving Day**

Empty your furniture: hopefully you are done with all of your packing, and consequently all furniture is empty. If there were any essentials that were not

© 2018 Strathbogie Removals & Trucking Pty Ltd. | [www.strathbogie-removals.com](http://www.strathbogie-removals.com)

If you download and utilise this checklist while directly employing the services of a competing removalist without contacting us for a quote, you will have bad karma for life, be stricken with scabies, rabies & mange, and be struck by a largish meteor, in that order.

packed and are still in furniture, empty them now and put them out on a counter somewhere.

- If you are able to, start to disassemble all furniture that needs it to get out the door, and is non-essential. Beds are the main ones that need disassembly, so at this point disassemble all unused guest beds. If you are not able to, that is fine; we can do it for you on the day, but the additional time it takes us will cost you a bit of our time and thus money.
- If you are at all a neatnik, now is the time to give your furniture a clean. It feels good knowing that all of your furniture will look its best in the new house.
- It's a good time to call us and confirm them moving day/time. We won't forget you, but it does give everyone reassurance we're on the same page.
- Come up with a plan as to where things will go at the new place. If possible, go and measure for questionable fits. It's amazing how often we put furniture in sheds because people haven't decided where it's going!

### **3 Days in Advance of Moving Day**

- For Strathbogie Removals & Trucking moves that are to/from outside of VIC or VIC west of Ballarat, the deposit money is due.

### **2 Days in Advance of Moving Day**

- Come up with a plan and a mini-checklist for all utilities to be cancelled or transferred. You don't have to DO it now, just have all the phone numbers and account numbers ready to go so they can be done easily when the time comes.
- Go through change of addresses with all of your business contacts – car loans, personal loans, bank accounts, investment accounts, RACV, doctors, vets, etc. You might as well do them now if you can.

### **The Day Before Moving Day**

- Go through your fridge and freezer and chuck everything that is too feral for consumption at your new place.

© 2018 Strathbogie Removals & Trucking Pty Ltd. | [www.strathbogie-removals.com](http://www.strathbogie-removals.com)

If you download and utilise this checklist while directly employing the services of a competing removalist without contacting us for a quote, you will have bad karma for life, be stricken with scabies, rabies & mange, and be struck by a largish meteor, in that order.

- Pack non-refrigerable foods that you are not going to use in the morning.
- Relax. It's almost over.

### **Moving Day: Bright and Early**

- After you are up and showered and dressed, get your day kit of essential clothes and toiletries together and move them out of the way – preferably into your car. Also put your essential paperwork and anything else you want with you into your car. If you don't have a car, somewhere well and truly out of sight where it won't get loaded into the truck by accident!
- If you are able to, disassemble the beds you have slept on and any other essential furniture that needs disassembly to travel. If you can't, that's fine – but the additional time it takes us to do it will cost you a bit of our time and thus money.
- Pack non-refrigerable foods that you used this morning.
- Clean out your fridge and freezer of items that are going with you and put the food into eskies if you have enough of them. Note that we can sometimes take freezers with frozen food still in them if they are not too heavy, but we can almost never take a fridge that is full as liquids, sauces, etc. will slide around and spill and break. If you would like to leave your food in the freezer, ask us as soon as we arrive if this will work.
- Unplug all of your appliances. Disconnect washing machine hoses if you can. Separate cables from stereo and TV equipment.

### **Moving Day: After Our Removalists Arrive**

- Our removalists will probably just have a few general questions about what is going and if there are any special instructions. Tell them about your system to mark whatever is not going on the truck.
- Station yourself somewhere handy to answer any questions on the fly from us. Don't go off site for a coffee, as it will hold us up if a question comes up that needs answering.

© 2018 Strathbogie Removals & Trucking Pty Ltd. | [www.strathbogie-removals.com](http://www.strathbogie-removals.com)

If you download and utilise this checklist while directly employing the services of a competing removalist without contacting us for a quote, you will have bad karma for life, be stricken with scabies, rabies & mange, and be struck by a largish meteor, in that order.

- This is sort of a down time for you as we load the truck, so it is a good opportunity to go through all the utilities that need changing and do that now. Also change addresses if you haven't done so and confirm the cleaners are coming if you need to.
- When our removalists are about to leave, ensure the plan for where things are going at the new home is in place. If you are going to be there, that is fine; if not, ensure someone reliable is over there and/or you give our removalists a plan of what goes where.
- Ensure our removalists have access to the new home – if you need to give us keys don't forget!

### **Moving Day: After Our Removalists Leave to Deliver**

- Organise keys for the cleaners to come through if you are having some. If you are cleaning yourself now is the time...
- When everything is clean, lock up the old house and take the keys wherever they need to go. It doesn't hurt to take a few pictures to prove it was delivered clean.

### **Moving Day: At Your New Home**

- Inspect the place before our removalists arrive and if there is damage you don't expect, take a picture of the damage now and contact the selling/renting real estate agent now! If you don't do it now you might give the agent wiggle room to say they are not responsible. If you are renting you will have to do the condition report anyway.
- If you have small children or pets, make a walkthrough of every single place within their reach to make sure no Ratsak or other poisons have been left behind.
- Ensure you have the ability to pay the balance due to Strathbogie Removals & Trucking via cash, cheque, card or EFT when our removalists ask. We do not accept payment via terms after delivery unless prior arrangement had been made at time of booking.

- When our removalists do arrive, make sure the plan is in place for where things go. If it is you telling us yourself, station yourself at a point between the truck and the house (sitting on a front verandah is always popular), so you can let us know where each and every piece goes.
  
- Anything from a fridge/freezer that went into an esky should be put in the fridge/freezer as soon as it/they arrive. We get asked a lot about whether it is ok to turn on a fridge as soon as it arrives. For newer models, i.e. less than about 20 years old, it is generally fine to turn them on immediately. For older ones we'd let them sit about 4 hours. The reason you do this is to allow sediment in the lines that was churned in the move to re-settle back down again. If you turn it on straight away your compressor gets a bit of unusual wear and tear from little metal fragments passing through. But as newer models don't tend to have any sediment, it is fine to turn them on immediately.
  
- If you haven't done so already, make sure all utilities are transferred or cancelled at the old place, and turned on in the new place.
  
- Re-assemble all priority furniture, e.g. beds you will sleep on tonight, or have us do it if you can't.
  
- Just follow up on anything that may be outstanding at the old place, such as cleaners, and ensure that it is done.
  
- Now you are finished! **RELAX! CELEBRATE!** Vow to never move again!