



# Small Office Relocation Checklist



**ALL AREAS REMOVALS**  
02 9825 1984  
0416 198 444

POS. NO. *New workstation/position number*

*For Your Use: EG. John Smith Box 1 of 3*

## Labelling and Label Placement (MOST IMPORTANT!)

- Unlabeled items WILL NOT BE RELOCATED.
- Remove any old labels from boxes used in previous moves.
- Use the labels provided to you by All Areas Removals.
- Labels are colour coded according to the destination in the new premises. ONLY use the colour issued to you.
- Place the label on the front right hand side near the top (but not on the lid of the box)
- Use clear handwriting.



## All Areas Removals Boxes

- Securely tape the bottom of the box.
- Completely fill the box, but don't overfill it. IF YOU CAN'T LIFT THE BOX, WE CAN'T LIFT IT!
- Securely tape the top of the box.
- Use the labels provided to you by All Areas Removals.
- Place the label on the front right hand top corner of the box - NOT on the lid.

Please don't write on the boxes. If you need to write additional information, please attach a sheet of A4 paper to the side of the carton. (We will relocate Non-AllAreasRemovals boxes if you label them correctly.)

## Desktops



- Power down and turn off the power to your desktop - disconnect all cables and wrap around the keyboard and leave it on your desk.
- Label all parts as shown below

1. Monitor - Place the label on the front right corner.
2. Hard Drive - Place the label on the front near the disk drive.
3. Keyboard - Place the label on the top right hand corner.
4. Place your mouse, keyboard, cables and other peripherals into the provided keyboard bags.



## Laptops

Please take your laptop home on the weekend of the move (including bag, power supply, cables etc). Items to be packed into your All Areas Removals Box include: laptop riser/stand and mouse pad. Label you docking station or external flat screen monitor.



## Printers & Fax Machines

Label your networked printers and faxes to their new destination position.



## What to Pack

Pack your desk items and other belongings in the box provided including your personal files, reference documents and files from your desk etc.  
**TAKE ANY VALUABLES OR BREAKABLES HOME WITH YOU.**

## Filing & Cabinets

All Keys to doors, storage units including tambours, filing cabinets and pedestal drawers are to be left in the lock or taped above the unit.



## Furniture

Only certain items of furniture will be moved and they will be identified prior to the move by the project team. If you are relocating your fridge - ensure it's emptied, turned off and defrosted at least a day before the move.

**Please ensure you are packed up by the time advised by the project team.**

**And remember... No Label - No Go!**