

# I My Local Mover



## ***MOVING PLANNER***

**My Local Mover**  
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A smooth move all comes down to planning. This Moving Planner has been developed to assist you in planning your move and reducing your stress levels.

### **One Month to Two Weeks From Move Date - *Book My Local Mover***

- Notify people and organisations such as your accountant, bank, superannuation fund, health insurance fund, doctor, dentist and your gas, electricity, telephone, internet and insurance companies of your change of address.
- Disconnect any services from the date of your move – eg electricity, gas, Pay TV, telephone etc.
- Organise connection of any services in your new home – eg electricity, gas, Pay TV, telephone etc
- Change your address for any clubs or subscriptions.
- Advise your children's school/kindergarten of the move and enrol them in their new school in your new area.
- Arrange childcare for your moving day if necessary.
- Sort out any goods and furniture you don't want to move – either dispose of them or hold a garage sale.
- Take any old medications to the local chemist for destruction.
- Start consuming any extra supplies of frozen goods you might have.
- Contact the Council in your new area to check on pet registrations.
- Obtain the form to change your address on the electoral roll.
- Change the address on your driver's licence with your local transport authority.
- Organise your mail to be redirected.
- If you have chosen to do this yourself, *start packing cartons* – the earlier you start, the easier this is. Remember My Local Mover can assist you with packing cartons.
- Create a *Moving Day Box*. Plastic tubs are great for this. Include things like keys to wardrobes and cabinets, screws to bed and cots, paracetamol, some activities to distract the kids and some drinks. Anything that you need easy and quick access to on the day.
- If you haven't already, *Book My Local Mover***



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## One Week From Move Date

- Dispose of any flammable liquids / items.
- Make any home repairs necessary.
- Have a final clean out of those easily forgotten areas – the oven, under the kitchen sink, the laundry cupboard and the garage.
- Check all caps on medication, cleaning liquids, cosmetics etc are on tight.
- Gather all old keys given out to friends or family.
- Send e-cards to your friends and family letting them know your new contact details.
- Collect any instruction booklets you have for the appliances staying in the home and leave them for the new resident (e.g. stove, security system etc).
- Cancel any local services (e.g. Pool Cleaning, Lawn Moving, Newspaper Delivery)
- Return any library books to your local library.
- Did you remember to, [Book My Local Mover?](#)**
- Collect any items from the dry cleaners.
- Book in a carpet steam clean service and a pest control service if required by your landlord.
- Make sure you have the original cartons for your plasma and LCD tv's. Don't panic if you don't but it makes it a lot safer to move them in the original cartons. If you don't have them, ask My Local Mover about hiring a Plasma Carton for the move.
- Back up your computer's hard disk and store it offsite.
- Drain washing machine hoses and leave to dry overnight.
- Stop watering plants 48 hours before your move.
- Get a good night's sleep the night before!



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### Move Day - The big day has arrived!

- Take a deep breath and relax!
- Eat a hearty breakfast for energy.
- Place any items you will need for the day and immediately at your new home in your *Moving Day Box*
- Set aside and carry valuables and important papers (e.g. passports) if you wish to take this with you.
- Drain any waterbeds for transport. Strip all beds of bedclothes.
- Disconnect the stereo system, computer equipment and Television/DVD/Video/Entertainment systems. Tape all wires and leads together. Remember to secure the arm of your turntable if applicable.
- Place all remotes (for tv, pay tv, etc) in your *Moving Day Box*.
- Empty, defrost and thoroughly towel dry your fridge and freezer. Wipe the inside with vanilla essence and pop a tea bag in each item to assist in the prevention of odors.
- Complete all cleaning.
- Disassemble any large items to allow them to be moved more easily (e.g. swing sets, cubby house, bed frames etc). Place all screws and bolts in envelopes marked with what item they are from and place in your *Moving Day Box*.
- Disassemble any prefabricated furniture – Items such as ‘Ikea type’ furniture don’t travel well when still assembled. (e.g. computer desks etc). Place all screws and bolts in envelopes marked with what item they are from and place in your *Moving Day Box*
- Turn off the gas at the meter, the electricity at the switchboard and the water at the tap.
- Ensure there are no items outside that have been forgotten – e.g. hoses, sprinklers, garden ornaments.
- Ensure there are no items left in common forgotten places – e.g. inside the dishwasher or oven.
- After our removalists have all items on the truck, do a final walk through to ensure there are no goods accidentally left behind.
- Leave a note on the kitchen bench with your forwarding details for any mail that doesn’t get redirected.
- Lock all windows and doors as you leave.
- At the new premises, test all keys and consider changing the locks.



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## **Packing Tips**

- Purchase good quality boxes. There is nothing more frustrating than packing a box to see it sag and fall apart. This actually adds to the time your move takes, costing you money.
- Start Early! Packing often takes longer than expected so leave a lot of time. Consider packing a few boxes every night over a few weeks – don't leave it to the last minute.
- The best way is to tackle packing is to pack one room at a time, starting with the rooms you use the least.
- Don't overload your cartons – packing cartons that are too heavy will actually slow down your move and cost you money. Stick to the guidelines of the cartons you use.
- Make sure all cartons are sealed and clearly labeled with the room the carton is from.
- Follow the following Packing Tips or consider having the professionals at My Local Mover pack for you.



## Packing Tips and Tricks

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Follow our handy packing guidelines for safer packing:

Items to pack	Packing Material needed	How to pack
Glasses	Standard Carton, Paper	Place crushed paper at bottom of carton for cushioning. Wrap glasses in 3 loose layers of paper. Make sure the paper covers the entire glass. Stack upright.
Plates	Standard Carton, Paper	Wrap each plate in 3 loose layers of paper. Make sure the paper covers the entire plate. Always stack plates upright – never lay them down.
Pots / Pans Kitchenware Plastic ware	Standard Carton, Paper	Place crushed paper at bottom of carton for cushioning. Place the larger pots in the box first and place some packing paper over the opening of the pan, then place the smaller ones in, ensuring that there is always paper where one pot or pan meets another.
Wine / Liquor	Book Carton, Paper	Wrap each bottle in at least 3 layers of paper and stack UPRIGHT in the box. Pad the carton with enough paper, towels or other cloth to ensure there is no movement at all in the carton.
Clothing	Standard Carton or Linen Carton	Fold clothes neatly and place into the carton.
Clothing	Port – A – Robe	Consider hiring a Port-A-Robe. This is the easiest way to move clothes and means you don't have to iron them at your new home!
Linen	Standard Carton or Linen Carton	Fold neatly into a Standard or Linen Carton.
CD's	Book Carton, Paper	Wrap four or five CD's together in paper and place in box vertically. Repeat this process lining all the CD's up tightly in the box. Fill the box with enough to make the CD's hold tight but not with anything heavy enough to put much pressure on them.
Books	Book Carton	Pack books flat and alternate bindings. Fill empty spaces with smaller paperbacks.
Computer Monitor	Standard Carton, Linen, Cushions	Wrap computer in linen and place in standard carton with leads. Fill box with other lighter items (eg cushions) and packing material to ensure there is no movement.
Computer Tower	Standard Carton, Linen, Cushions	Remove leads, wrap tower in linen. Place in standard carton surrounded by lighter items (eg cushions) and packing material to ensure no movement.
Lampshades	Book or Standard Carton depending on size.	Wrap lampshade in a few layers of paper. Stack with other wrapped lampshades if available. Place in box, seal and mark. Do not pack anything on top of a lampshade.
Lamp	Standard Carton, Paper or bubble or linen/cushions.	Depending on the delicacy of the lamp, wrap in paper or bubble to sufficiently cushion the lamp. Secure in a carton with other adequately cushioned items if there is empty space. Secure with packing to minimise movement.
Light Furnishings	Specified Bubblewrap	Wrap item so that it is fully protected. Tape all joins to ensure nothing is exposed.