



Phone: 07 5445 8797
Fax: 07 5476 8978
Email: Info@abfab.net.au
www.abfab.net.au

Unit 1 100 Enterprise Street Kunda Park Qld 4556

ABN 38 134 208 825

Office Removal Checklist

- ✚ Discuss the planned roll out with your ab fab Corporate Services specialist
- ✚ Agree on the logistics and inventory management with your ab fab Corporate Services specialist.
- ✚ Discuss archive filing requirements with your ab fab Corporate Services specialist.
- ✚ Discuss sequential filing packing and unpacking requirements with your ab fab Corporate Services specialist.
- ✚ Arrange appropriate building access for the ab fab team.
- ✚ Ensure that keys are obtained for locking out of lifts and or doors from either caretaker or building management.
- ✚ Although ab fab has equipment to shift heavy objects, please ensure that all cartons are heavily packed.
- ✚ Clearly mark all items with stickers. In some cases when a large Removal is undertaken, different colours may be required for different sections and floors.
- ✚ Unplug screen and key board from main drive if applicable and leave all components on desk.
- ✚ Contents of all desk and returns must be cleared prior to removal.
- ✚ Filing cabinets may remain full unless instructed otherwise.
- ✚ All drawers are to be locked or taped at all times.
- ✚ Double door Cabinets or similar size must be emptied prior to removal. All drawers are to be locked or taped at all times.
- ✚ Please check any lease agreements with regard to Copiers as some companies will declare the service warranty void if not moved by themselves or their manufacturer.

- ✚ All photocopiers with liquid toner or powder must be emptied prior to removal.
- ✚ Fridge Fridges must be defrosted and emptied the night before removal and water emptied.
- ✚ Most bookcase shelves are held by pins located on the inside, underneath each shelf. These are to be removed. We suggest a small “snap bag”, labeled with the name of the area where the bookcase will be placed (as it may not go back to it’s original position.)
- ✚ Make sure you check your Removal Agreement and the start time for the removal.
- ✚ When the team arrives please discuss any special requirements or instructions you may have.