



## 7 days to go...

It's getting serious! Moving day is coming quicker than you thought.

Check how much items on your to-do list you have already crossed off. What about packing? Do you have enough boxes? Is there still enough time to pack the remaining stuff? Bear in mind that the space you need to move furniture must remain free of boxes.

If you want to take certain pieces of furniture or outdoor play equipment with you that must be disassembled, you should now fix a day when you will do this work. Bear in mind that this kind of work requires at least two persons. While one person is unscrewing the hardware, the other is holding the parts and prevents the furniture from collapsing. Make sure to keep all screws, plugs, dowels, shelf supports and other hardware of a disassembled piece of furniture together. We recommend to immediately wrap all the hardware in a sheet of paper and label the small package accordingly. If you just throw all the hardware together in a single box it will take you a lot of time to sort out all the parts and assign them to a particular piece of furniture when you want to reassemble them later on. This would cost you a lot of time.

Please select a separate box for all the small paper packages containing hardware and label it accordingly. You may also use this box for important cables, connectors or the remote controls of your TV and radio sets and the like.

If you arranged for a babysitter for your little children discuss and confirm the date and time of their "handover" again. This should make sure that nothing can go wrong on the day of your move.

If you have pets that need a place to stay for the time of the removal let your friends confirm that they will take care of them. Neither you nor your pets need some extra stress on the moving day.

Will all contractors have finished their "construction sites" in your new home? To be sure you should clarify this one more time and let all contractors confirm their deadlines in writing. If the completion of these works should be at risk – talk to us as it may become necessary to take your household items to our storage facility for some days. If this should be the case we are able to react at short notice as our lorries are equipped with stackable steel containers. (You will find further information in the "Storage" area.)

Please try to imagine the difficulties that would develop if we unload your belongings at a construction site where you would then be living in a total chaos for some time. If the contractors should fail to meet deadlines they confirmed in writing you will certainly have the option to claim compensation for the costs of accommodation or storage that may be incurred.

Make sure to have enough refuse bags on the day of removal. If a flat/house has been emptied and you start cleaning you always need more bags than you thought. Make also sure to keep cleansing agents and aids for the final cleaning on site – and do not pack all these things.

If you want to have carpets or curtains cleaned by a dry cleaner you should not wait too long. Ask your cleaner beforehand how long it will take to clean your items. You surely want to have these things loaded on the lorry on the day of removal.

Talk to the janitor or house-owner concerning the forthcoming removal again and recheck the organisational conditions: Can you use the lift? Will there be a large enough space for the lorry? Are there bollards that must be removed? Please clear up these and other organisational issues.



## Check Liste :

### 7 days to go..

Check how much items on your to-do list you have already crossed off.

Disassemble pieces of furniture or outdoor play equipment.

Prepare a box for cables, connectors, the remote controls of your TV and radio sets, and any hardware (screws, fittings...).

Confirm appointments with the babysitter.

Confirm that you have a place to stay or your pets.

Check whether the contractors will meet their deadlines in the new flat/house.

Prepare refuse bags and cleansing agents.

Have carpets or curtains cleaned now.

Make required appointments with the janitor or house-owner.