

ONE MONTH BEFORE MOVE:	ONE WEEK BEFORE MOVE:	DAY 3: MOVE/UNPACK
<ul style="list-style-type: none"> <li><input type="checkbox"/> Coordinate moving company date &amp; estimate</li> <li><input type="checkbox"/> Coordinate organizing team for downsizing</li> <li><input type="checkbox"/> Coordinate pick up service for donation items</li> <li><input type="checkbox"/> Order boxes and moving supplies for delivery</li> <li><input type="checkbox"/> Arrange cleaning services for after move day</li> <li><input type="checkbox"/> Arrange for pet day care for move day</li> <li><input type="checkbox"/> Coordinate meeting with building manager to view loading area and arrange lock off elevator for both sites</li> <li><input type="checkbox"/> Create list of all services to be stopped or transferred to new location &amp; devise schedule to contact companies</li> <li><input type="checkbox"/> Create new address labels for Canada post new address cards for friends and family</li> <li><input type="checkbox"/> Go through new home with client for preferences with furniture placement and zones for items – create plan for unpack day with copy for movers</li> <li><input type="checkbox"/> Map out with dimensions furniture and assist with space planning if necessary</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Coordinate keys and parking pass for new home</li> <li><input type="checkbox"/> Obtain buzz for new apartment and buzz procedures for both apartments</li> <li><input type="checkbox"/> Obtain storage lock info for both apartments</li> </ul>	<p><b>MOVING: (9am one person move supervision)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Client to take pet to daycare</li> <li><input type="checkbox"/> Arrive before 9am to await movers</li> <li><input type="checkbox"/> Pack food from refrigerator into cooler</li> <li><input type="checkbox"/> Pack up last minute items: bed &amp; bathroom linens, pajamas, toiletries, cat bowls, cat litter</li> </ul>
<p><b>IF STAGING REQUIRED:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Contact client's real estate agent to receive specifics regarding staging based on area</li> <li><input type="checkbox"/> Coordinate stager for home consultation</li> <li><input type="checkbox"/> Coordinate organizing team to assist client with downsize if needed</li> <li><input type="checkbox"/> Coordinate organizing team to assist client to prioritize left over items – non priority items to be packed</li> <li><input type="checkbox"/> Packed items (non-priority) moved to storage – movers to assist with pick up</li> </ul>	<p><b>2 DAYS BEFORE PACK</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assist client to pack overnight bag for team to not pack such as pajamas, toiletries, clothes etc. for two days *other precious items to be packed for client to take offsite</li> </ul>	<p><b>UNPACKING: Team on call for start time (more unpacking days may be required)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> New Home Address</li> <li><input type="checkbox"/> Hour before ETA: Call team</li> <li><input type="checkbox"/> Storage locker information for moving company</li> <li><input type="checkbox"/> Arrange pick up of used boxes &amp; deliver items from storage space</li> <li><input type="checkbox"/> Team to unpack &amp; create systems for all items</li> <li><input type="checkbox"/> Purchase bins or supplies to assist with storing of any items</li> <li><input type="checkbox"/> Label shelves</li> <li><input type="checkbox"/> Create map of all areas or zones and items</li> <li><input type="checkbox"/> Tour through with client &amp; final adjustments</li> </ul>
	<p><b>DAY 1-2 (or more if req'd): PACK</b></p> <p>9am: Pick up garage clicker &amp; storage locker keys</p> <p><b>PACKING (10am Team)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Moving Company to deliver additional boxes</li> <li><input type="checkbox"/> Remove contents from storage locker</li> <li><input type="checkbox"/> Team to pack all like items together and label each box with color coded labels for each room and contents</li> </ul> <p><b>supplies required</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Packing foam</li> <li><input type="checkbox"/> Packing tape</li> <li><input type="checkbox"/> Color coordinated stickers &amp; plain stickers</li> <li><input type="checkbox"/> Clear plastic bags for miscellany</li> </ul>	<p><b>supplies required</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Misc. tools for disassembling/assembling furniture</li> <li><input type="checkbox"/> Cooler for food</li> <li><input type="checkbox"/> 3-5 boxes for last minute items</li> <li><input type="checkbox"/> Clear garbage bags for packing paper recycling, foam etc.</li> <li><input type="checkbox"/> Lunch &amp; drinks for movers</li> <li><input type="checkbox"/> Credit card to pay mover</li> <li><input type="checkbox"/> Organizing items for bathroom</li> </ul>