

# Relocation Countdown

## Ready??

- △ Plan and action major cull and take home days, **spend 15mins a day**
- △ Identify storage requirements
- △ Asses personal workstation and pedestal

## Set?

- △ Cull and dispose of clutter / redundant items
- △ Focus on staff room desk, *what will fit in your drawer and 1 shelf?*
- △ Work as a team on central areas

## Go!

- △ Pack your 2 personal crates
- △ Confirm storage location @ Mitchell Rd with MoveCorp
- △ Work out of your personal crates so you get used to how much you have

## October

- △ Assess what resources you need (not want) to take to Mitchell road
- △ Dispose redundant items, especially those you have not used in a year
- △ Check with your department for duplicates / redundant resources

## November

- △ Familiarize yourself with your new workspace and picture yourself working there
- △ Ensure you have identified your team storage requirements to MoveCorp
- △ Consolidate your department items – *do you have items on your desk that belong to a classroom or central areas? If so, return to central areas*

## December

- △ Confirm all staff resources are centrally stored
- △ **Attend MoveCorp's Exit Briefing**
- △ Check kitchens and take personal items home
- △ Last minute ditch / dispose of items
- △ Before leaving, make sure all crates are packed and you have **completed your relocation sheet**