



FORT STREET PUBLIC SCHOOL MOVE COUNTDOWN

JULY/AUGUST

21 JULY
30 JULY



READY

- Staff Briefing
- Meeting with MoveCorp
- Start to think about culling and reducing
- Start to sort your classroom resources into essential and non-essential items

4 WEEKS

31 AUGUST



READY

- Sort through shared resources
- Cull all storage clutter & shared resources that are not required, broken and unnecessary
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3 WEEKS

7 SEPTEMBER



SET

- Identify all Classroom resources & any other items requiring relocation.
- Work through the mapping of furniture and equipment for your room

2 WEEKS

14 SEPTEMBER



SET

- FINAL clean & cull week
- Familiarise yourself with new floorplans
- Create mapping for classrooms
- Read the MoveGuide provided
- Identify personal items that you will need to take home

5 DAYS

21 SEPTEMBER



SET

- CRATES & LABELS DELIVERED
- Exit Briefing and Finalise Mapping
- Label all teacher resources
- Label all IT
- Label all furniture requiring relocation
- Complete the Checklist
- Check all areas, labelled ready for packing

FINAL DAY

25 SEPTEMBER



GO

- Pack & label your personal crates & leave in your classroom or staff room
- Check all IT & furniture have been labelled
- Final sign off for Move Readiness
- **Move commencing 8AM 30 SEPTEMBER**