

# JK moving shifting and cleaning services

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## CLIENT ITEMS PREPARATION CHECKLIST

A complete list to help clients organize all belongings before moving day.

### 1. ESSENTIAL PERSONAL ITEMS

#### Documents

- Passports
- IDs / Driver's License
- Work permits / immigration documents
- Birth certificates
- Medical files & prescriptions
- School records
- Jewelry & valuables (carry personally)

#### Daily Essentials Bag

- Toiletries
- Phone & laptop chargers
- Medication
- Wallet / purse
- A change of clothes
- Snacks & water
- Important keys

## 2. LIVING ROOM ITEMS

### Electronics

- TV & remote
- Home speakers
- Game consoles
- Internet router/modem
- Extension cables & power strips

### Furniture

- Sofas & chairs
- Coffee table
- TV stand
- Rugs / carpets
- Curtains & rods
- Lamps / lighting fixtures

### Decoration

- Photo frames
- Wall art
- Plants
- Clocks
- Vases / ornaments

## 3. BEDROOM ITEMS

### Furniture

- Bed frame
- Mattress & box spring
- Side tables
- Wardrobe or dresser
- Mirrors



## Personal Items

- Clothes (sorted & packed)
- Shoes
- Bags & accessories
- Bedding (duvets, sheets, pillows)
- Laundry basket
- Jewelry (keep separate & safe)

## 4. KITCHEN ITEMS

### Appliances

- Fridge (cleaned & defrosted)
- Microwave
- Blender / juicer
- Coffee maker or kettle
- Toaster
- Rice cooker
- Air fryer / ovens

### Utensils & Supplies

- Plates, bowls, cups
- Pots & pans
- Cutlery
- Cutting boards
- Food containers
- Dish drying rack
- Water jugs
- Cleaning supplies



## Food Items

- Dry foods (flour, rice, pasta)
- Spices
- Oils
- Snacks
- Packed frozen foods (if short move)

## 5. BATHROOM ITEMS

- Towels
- Toiletries
- Soap, shampoos, conditioners
- Cleaning supplies
- Shower curtain
- Trash bin
- First aid kit

## 6. OFFICE / STUDY ITEMS

- Laptops & desktop computers
- Monitors
- Printers
- Office chairs & desks
- Stationery
- Books & files
- External drives
- Office décor



## 7. CHILDRENS ITEMS (IF APPLICABLE)

- Toys
- School supplies
- Baby crib / cot
- Baby car seat
- Clothes
- Strollers
- Educational materials

## 8. MISCELLANEOUS & STORAGE ITEMS

- Tools (hammers, drills, screwdrivers)
- Sports equipment
- Luggage bags
- Umbrellas
- Seasonal items (winter coats, boots, fans, heaters)
- Outdoor items (chairs, grills)
- Bicycles

## 9. ITEMS TO PACK SEPARATELY (DO NOT LOAD ON TRUCK)

- Cash
- Personal documents
- Jewelry & expensive accessories
- Medicines
- Laptops & small electronics
- Fragile sentimental items
- Keys (house, car, safe)



## 10. HAZARDOUS OR NON-TRANSPORTABLE ITEMS

*(Clients should handle or dispose them safely—they cannot be moved in the truck)*

- Paints & varnish
- Gas cylinders
- Chemicals & cleaning acids
- Explosives or flammables
- Fuel or oil containers
- Open food liquids

## 11. FINAL CLIENT CHECK BEFORE MOVERS ARRIVE

- All boxes packed and labeled
- Fragile items clearly marked
- Furniture disassembled if needed
- Pathways clear for movers
- Fridge emptied and defrosted
- All lights/electronics unplugged
- Confirm elevator booking (if applicable)
- Keep personal items aside

### Signatures

Company Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Client: \_\_\_\_\_ Date: \_\_\_\_\_