



Preparing for your move



We've pulled together a checklist to help with your department's decant and relocation. Each department also has a relocation champion to help you prepare.



Identify what you are taking

Relocating into a newly vacated or repurposed space will be a 'like for like' move. This means that you will be taking all existing equipment with you, such as your laptop, monitors, printers, furniture etc. If you are unsure what to take, just ask.



Declutter your space

Relocating to a different area at Nepean Hospital is a great opportunity to declutter your space - Marie Kondo style! Extra bins can be provided on request.



Pack and label your items

The good news is, we are using professional removalists to do all the heavy lifting. Prior to your move date, you will receive boxes, crates and directions on how to pack and label everything.



It's moving day!

On the day, the removalist will take everything that has been appropriately labelled including boxes, crates, desks, chairs and all other large items to your new location. Once moved, the ICT team will set up your equipment to ensure everything is operational. All you need to do is unpack your boxes.

Questions?

Visit our decanting webpage for all the latest information and to find out who your relocation champion is.

The redevelopment team is also here to support if needed.