

# Preparing for your move

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

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## Identify useful items that can be repurposed

SWSLHD encourages the use of **WARPIt** (Waste Action Reuse Portal). WARPIt is a donation-only web portal used for the redistribution of unwanted furniture and office equipment.

[Click here](#) to register for staff access.

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## Declutter your space

Relocating to a different area at Liverpool Hospital is a great opportunity to declutter your space! Extra bins can be provided on request from General Services on 8738 6444

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## 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.

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## 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 '[Countdown to Opening](#)' webpage for all the latest information and to find out who your super user is. The redevelopment team is also here to support if needed.