



RAFFLES INTERNATIONAL SHORT TENURE STORAGE CHECK LIST ("RISTSCCL")

- Determine how long the storage is required
- Determine if the goods are to be exported or for local delivery after the storage period
- Determine if normal storage or temperature controlled is required
- Antiques, paintings, leather items and furniture may need temperature controlled storage
- Determine if packing is required
- Obtain storage quote on weekly/monthly basis
- Identify the items that you may need to retrieve earlier
- Take a photo of all high value items in their original condition
- Confirm details of insurance coverage
- Confirm if the insurance coverage is applicable for mold and mildew
- Prepare a detailed inventory of the items
- Confirm the storage facility has a security system
- Confirm the storage facility has adequate insurance coverage for fire and theft
- Confirm the flexibility of the mover in case partial items need to be retrieved
- Confirm no penalty is imposed for early termination of the storage contract
- Confirm with the mover that the items are stored in secured Liftvans/crates
- Label and number all packages
- Obtain signed inventory and collection order from the mover



- Confirm the bulky items are dismantled to save space
- Ensure all the fixings are packed and labelled for easy assembly
- Ensure refrigerators and freezers are cleaned and dried before packing
- Use wardrobe cartons to hang suits and garments to keep them crease free
- Do not store food items
- Do not store flammable, combustible or caustic items
- Ensure you receive the storage invoice from the mover as per the term agreed
- Make prompt payment as per the agreed term
- Ensure insurance coverage is extended to cover the storage period