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## RAFFLES RELOCATION & MOBILITY

### LONG TENURE STORAGE CHECKLIST

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VER.1.2.17

- 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 when packing is required
- Storage quote on monthly/quarterly basis
- Identify the items that may need to be retrieved earlier
- Take photos of all high value items in their original condition and keep in a file
- 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/s incase 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 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
- Keep regular contact with the mover for updates