NINJA EXPRESS

1-Week Moving Checklist

A simple printable checklist for the final week before your move and moving day.

1 WEEK BEFORE - PACKING SUPPLIES

- [ ] Moving boxes - small, medium and large
- [ ] Strong refuse bags / bags for soft items
- [ ] Packing tape
- [ ] Scissors / box cutter
- [ ] Permanent markers
- [ ] Bubble wrap
- [ ] Newspaper / packing paper
- [ ] Furniture blankets or protective covers
- [ ] Stretch wrap / cling wrap
- [ ] Zip-lock bags for screws, bolts and small parts
- [ ] Labels / coloured stickers
- [ ] Mattress protectors or plastic covers

1 WEEK BEFORE - START PACKING

- [ ] Pack items you will not use during the final week
- [ ] Label every box with the room and contents
- [ ] Clearly mark fragile boxes
- [ ] Pack books and heavy items into smaller boxes
- [ ] Pack clothing, shoes and linen
- [ ] Pack kitchenware not needed during the week
- [ ] Wrap glassware, mirrors and fragile decor
- [ ] Take photos of electronics before unplugging cables
- [ ] Keep important documents and valuables separate
- [ ] Place screws and bolts from dismantled furniture into labelled bags
- [ ] Clear cupboards, wardrobes and drawers
- [ ] Donate, sell or dispose of anything you do not want to move

1 WEEK BEFORE - PREPARE THE HOME

- Confirm your moving date and arrival time with Ninja Express
- Confirm the pickup and delivery addresses
- Arrange estate / complex access if required
- Reserve lifts or loading bays if necessary
- Check that large furniture will fit through doors, passages and stairways
- Arrange care for pets or small children on moving day
- Start using food from the fridge and freezer
- Prepare a separate essentials bag / first-night box

THE DAY BEFORE / MOVING DAY - READY TO LOAD

- All boxes packed and sealed
- Every box labelled
- TV wrapped and protected
- Mirrors and glass protected
- Mattresses covered
- Furniture drawers emptied
- Wardrobes completely cleared
- Kitchen cupboards cleared
- Bathroom cupboards cleared
- Garage and storage areas cleared
- Fridge / freezer emptied and defrosted where necessary
- Washing machine disconnected and drained
- Electronics unplugged
- Cables labelled and packed
- Furniture dismantled where required
- Screws and bolts labelled and safely packed
- Plants prepared for transport
- Rubbish removed
- Entrances, passages and pathways clear for the moving team

KEEP THESE WITH YOU - DO NOT LOAD

- ID / passports and important documents
- Wallet, bank cards and cash
- Jewellery and valuables
- Medication
- House and car keys
- New property keys / access cards
- Mobile phones
- Chargers / power bank
- Laptop / tablet if needed
- Moving paperwork
- Water and snacks

FIRST-NIGHT BOX

- Toilet paper
- Soap and toiletries
- Towels
- Clean clothes and pyjamas
- Bedding and pillows
- Kettle, coffee / tea
- Cups and basic cutlery
- Basic cleaning supplies
- Medication
- Chargers
- Pet / children's essentials
- Scissors / box cutter for opening boxes

FINAL CHECK BEFORE LEAVING

- Check every wardrobe, cupboard and drawer
- Check behind doors and under beds
- Check the garage / storage areas
- Check the garden / balcony
- Check plugs for forgotten chargers
- Take final photos of the property
- Take meter readings if necessary
- Close windows
- Switch off lights and appliances
- Lock all doors
- Hand over keys if required

NINJA TIP	Have everything packed, sealed and labelled before your moving team arrives. Keep valuables, medication, documents, keys and your first-night essentials with you rather than loading them into the moving vehicle.

Ninja Express (Pty) Ltd - Moving, courier and logistics services across Gauteng.
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