

FREE PRINTABLE CHECKLIST

Get ready for rubbish removal day

Use this sheet to describe the complete load, prepare the access and keep collection day straightforward. Call or text clear photos if anything is unusual.

SYDNEY SUBURB

PREFERRED DATE OR DEADLINE

SITE CONTACT

Property type: Home Apartment Office Shop Managed property Other

Before you book

- 01 Identify the complete load**
Check every room, storage area or work zone and decide what stays and what goes.
- 02 Check item suitability**
Use the What We Take guide and separate hazardous, regulated or specialist materials.
- 03 Confirm timing**
Have the preferred collection day, deadline and any same-day urgency ready.
- 04 Describe the property**
Share the suburb, property type and the name of the person meeting the crew.
- 05 Take wide photos**
Show the whole load, difficult access and any unusually heavy or oversized item.

Access and building

- 06 List the access points**
Mention the floor, stairs, lift, gate, storage cage and carrying distance.
- 07 Check truck access**
Explain parking, driveway, loading zone, dock or basement height restrictions.
- 08 Book building facilities**
Confirm strata rules, goods-lift padding, loading-dock times and building contact details.
- 09 Keep a safe pathway**
Clear loose obstacles, but do not move heavy furniture if it is unsafe to do so.
- 10 Flag difficult items**
Tell us about safes, pianos, machinery, oversized furniture or fixed appliances before arrival.

Four useful photos to send

1 Whole load from a few steps back

2 Stairs, lift, gate or long carry

3 Heavy or oversized items

4 Parking, loading dock or driveway

COLLECTION-DAY PREPARATION

Finish the last ten checks

Keep the load, access and decision-maker ready. The crew confirms an upfront on-site quote before loading starts.

The day before

- 11 Remove items that stay**
Move valuables, keys, documents and anything not being collected away from the load.
- 12 Empty furniture and appliances**
Remove food, liquids and personal contents from cupboards, drawers, fridges and freezers.
- 13 Disconnect fixed services**
Arrange an appropriate trade for connected gas, electrical or plumbing services when required.
- 14 Separate problem waste**
Keep chemicals, batteries, gas bottles, sharps and suspected asbestos away from the load.
- 15 Plan a safe work area**
Keep children, pets, customers and unnecessary staff away from the loading route.

When the crew arrives

- 16 Have an authorised contact ready**
The person on site should know the complete job and be able to approve the quote.
- 17 Show the complete load**
Walk through all collection areas so the on-site quote covers everything intended for removal.
- 18 Declare any changes**
Point out added items, access changes or difficult materials before the price is confirmed.
- 19 Review the upfront quote**
Check the quoted scope and price before giving approval for loading to begin.
- 20 Keep access open**
Maintain the agreed parking, lift, gate and loading path until the crew has finished.

House or garage

Confirm every room, shed and storage area. Keep items that stay clearly separate from the collection load.

Apartment or strata

Book the goods lift or loading dock, confirm building hours and tell us the floor, stairs and basement access.

Office or shop

Name the site contact, loading window and rubbish zones. Remove confidential records and data from electronics.

Managed property

Confirm who can approve the quote, what belongs to the property and whether keys or tenant access are required.

KEEP PROBLEM WASTE OUT OF THE GENERAL LOAD

Do not mix in asbestos or suspected asbestos, chemicals, paint, fuel, oils, gas bottles, batteries, tyres, medical waste, sharps, concrete, bricks, soil or dangerous goods. Check the live item guide or ask before collection.



What we take



Online checklist