

1 Check the Lease & Make-Good Requirements

- ☐ Read the make-good clause in your lease carefully
- ☐ Confirm exactly what needs to be removed, repaired or restored
- ☐ Check whether contractors need to be approved by the landlord or building management
- ☐ Clarify building rules, access hours and loading requirements

2 Plan the Timing

- ☐ Set all key dates — work backwards from the handback inspection date
- ☐ Contact Crackers Clearout to discuss the scope and approximate timing of your clearance needs
- ☐ Allow time for repairs and final professional clean after the clearance
- ☐ Arrange lift access, loading dock, parking or after-hours building access

3 Walk Through the Premises

- ☐ List all furniture to be removed
- ☐ Identify IT equipment, screens, printers, phones and cabling infrastructure
- ☐ Check kitchens, meeting rooms, server rooms, print areas and storage cupboards
- ☐ Check car parks, cages, rooftop areas, basements and external storage
- ☐ Note signage, branding, displays and wall-mounted items that need removing
- ☐ Note any installed fit-out — partitions, glass panels, cable runs — and confirm make-good requirements

4 Sort What Goes Where

- ☐ Mark all items being relocated to the new premises — label clearly
- ☐ Set aside items to sell, auction or offer to staff before clearance day
- ☐ Identify furniture or equipment suitable for donation
- ☐ Separate e-waste and anything requiring responsible or specialist recycling
- ☐ Shred or securely destroy all confidential documents before the team arrives

5 Complete the Clearance

- ☐ Confirm the clearance date, time, access details and on-site contact
- ☐ Ensure items to keep are clearly labelled or removed before the team arrives
- ☐ Clear all furniture, equipment, general contents and storage areas
- ☐ Ask about donation and recycling — Crackers diverts useable items from landfill where possible
- ☐ Walk through the empty space to confirm everything is done before the team leaves

6 Make-Good, Clean & Hand Back

- ☐ Complete all repairs, patching and painting required under the lease
- ☐ Remove all remaining signage, decals, branding and fixtures
- ☐ Book a professional end-of-lease clean after all make-good work is finished
- ☐ Photograph the empty, cleaned premises thoroughly before the handback inspection
- ☐ Attend the final inspection and return all keys, access cards and parking passes

NOTES — contacts, access codes, or anything else to remember

Need the space cleared quickly and properly?

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