EAZYCRATE / BUILDING PLANNING

Building coordination checklist

Use one copy for each building. Record private addresses and resident details in your own secure records. This checklist is a planning aid, not a reservation or document approval.

1 PLAN THREE SEPARATE VISITS

VISIT	WHEN	DATE / WINDOW
Empty-bin delivery	Before packing	_____
Resident main move	Separate moving arrangement	_____
Empty-bin collection	After unpacking	_____

2 CHECK ACCESS AND DOCUMENTS

- ☐ Building rules, notice deadline and permitted visit hours received.
- ☐ Entrance, elevator or stairs, floor and check-in contact confirmed.
- ☐ Elevator, operator and protective-covering requirements checked for each visit.
- ☐ Document requirements sent to each relevant provider for review.
- ☐ Building acceptance and provider timing confirmation recorded separately.

3 CONFIRM THE RENTAL AND COLLECTION PLAN

- ☐ Booking contact and payer agreed; special billing requested before booking.
- ☐ Rental set, duration, total charge and change terms confirmed for this order.
- ☐ Collection location, access contact and empty-bin handoff confirmed.
- ☐ Any extension or date change confirmed with EazyCrate before relying on it.

OPEN QUESTIONS / FOLLOW-UP

Building approval for the main move may not cover bin delivery or collection. A document request is not acceptance; an elevator booking is not provider confirmation.

Discuss requirements: eazycrates.com/contact/