

# relocation schedule

job | 01.12.10



Fishy Business Aquarium  
Services  
www.fishebiz.com.au  
p: 0449 066 619  
e: info@fishebiz.com.au  
ABN: 52030131388

CLIENT:	Mr. Smith	CONTACT:	p: 9876 5432 m: 0412 345 678 e: smith@sample.com.au
ADDRESS:	123 Sample Lane Exampleville NSW 2345	DETAILS:	Entry Via undercover carpark (Buzz at Gate for Access) Lift access to third floor
NEW ADDRESS:	3/456 New Address Newington NSW 2567		

## inventory | checklist:

ITEM:	DESCRIPTION:	QTY:	FIRST CHECK (INITIALS)	SECOND CHECK (INITIALS)
Aquarium	5 x 5 x2ft Glass Tank with Stand	1		
Live Rock	Live Rock Assorted			
Fish	20 x Fish	20		
Coral	20 x Coral	20		
Equipment/Materials	Foam Boxes	10-20		
	Battery powered air pump	7		
	Air stone			
	Air line			
	Prime			
	Nets			
	Newspaper			
	Labour required	6		
	Glass Suckers	5		
	Empty Buckets			
	Test Kits			
	20L Drums	10		
	Filter Wool etc			

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## phase one | current address:

TIME:	ACTION:	COMPLETE:
9:00am	Arrive at current residence : 123 Sample Lane Exampleville NSW 2345	
	Test Phosphate, KH, pH, Salinity	
	Remove all live rock	
	Remove saltwater into buckets or foam boxes	
	Clean live rock with scrubbing brush to remove hair algae and put back into another foam box	
	Cover live rock with wet newspaper	
	Clean the inside of the tank from algae using only tank saltwater	
	Drain remaining water into 20L drums	
	After drums are full - drain remaining saltwater into drain (add small amount of chlorine)	
	Remove fish and place into foam boxes with salt water from tank	
	Place air stone in foam box with fish and turn on portable air device	
	Close lid and tape up with air pump on the outside	
	Remove all coral - carefully wrap in wet newspaper and bag up. Ensure all bags are labeled	

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## phase one | current address:

TIME:	ACTION:	COMPLETE:
	If any anemones are present on add a small amount of water and add to bag (No newspaper)	
	Use dustpan to remove sand and place in foam box	
	Drain filter section of tank/sump	
	Put all filter media into boxes	
	Dispose of filter wool	
	Clean the outside of the glass	
	Place 5 x suction cups on glass with handles pointing	
	Collect 2 x dolly trolleys	
	With 5 people lift tank onto trolley with carpet, towel or foam underneath	
	Move to van/truck using other trolley as necessary to go over stairs	
	Remove cabinet (and hood if present)	
	Place cabinet/hood and lighting/ other accessories into	
	Move foam boxes etc into van also	
	Deliver cabinet to new location	
	Collect aquarium from previous location	
	Relocate to new address.	

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## phase two | new address:

TIME:	ACTION:	COMPLETE:
2:00pm	Arrive at new location: 3/456 New Address Newington NSW 2567	
	Unload truck of all boxes **EXCEPT FOR FISH AND WATER DRUMS	
	Consult with owner regarding aquarium placement, ensure this is in an appropriate space. i.e: NOT on carpet.	
	Place stand in desired location	
	Use spirit level to ensure that the floor and tank are level before commencing set up	
	Remove glass tank from van/truck, place onto dolly trolley and cart into house, using additional trolley where necessary	
	Place aquarium onto stand. Recheck that it is level.	
	Reload filter media	
	Clean sand in tank water before adding to tank.	
	Reload live rock	
	Slowly add original tank water	
	Add corals, handle from base of coral only	
	Add natural salt water	

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## phase two | new address:

TIME:	ACTION:	COMPLETE:
	Check water parameters i.e. temperature, kH and adjust if necessary	
	When water temperature etc has equalised acclimatize fish and slowly add to tank	
7:00pm	Completion of Job 01.12.10	7:00pm