

Clearance Data Readiness Checklist

Run this before the vans are booked, not after.

Clearance day forces a decision on every item in your building at once. If the records do not exist before the contractor arrives, they will not exist afterwards either. Use this checklist to find out where your data gaps are while there is still time to close them.

THE CHECKS TO RUN BEFORE CLEARANCE DAY

1 Do you know what is there?

Walk the floor and confirm whether every item is recorded: manufacturer, model, quantity, location. If your asset register was last updated at fit-out and the lease is now seven years old, the register and the floor will not match.

2 Do you know what condition it is in?

Condition at the point of disposal determines whether an item can be resold, donated, refurbished or only recycled. Without a graded condition record made before clearance, that decision gets made by the contractor on the day, at speed, in favour of the skip.

3 Do you know what it is worth today?

Residual market value is not the same as book value, and book value is often zero long before the furniture runs out of useful life. An unvalued estate cannot be negotiated around, reported on, or used to offset clearance costs through resale.

4 Is your capital allowances position clean?

If capital allowances were claimed on the furniture and the asset has since left the register, the disposal still has a tax dimension that requires a defensible disposal value. An absent record does not make the liability disappear: it just makes it harder to calculate accurately.

5 Do you have a documented disposal route for every item?

Waste transfer notes must be retained for two years, and your duty of care does not end at the building door. If your contractor cannot tell you where each item is going before it is loaded, your compliance record for that clearance is already incomplete.

The difference between a well-run clearance and an expensive one is almost always made in the weeks before, not on the day. If your estate runs to 200 items or more, a free scoping visit from Coggin SOS will show you exactly where the gaps are before the clock starts.