Sydney Office Clearance
Office handover clearance & exit coordination

SAMPLE REPORT - EXAMPLE FIGURES ONLY

OFFICE EXIT PROJECT REPORT

Page 1: Summary for sustainability and procurement teams

PROJECT REF	LOCATION	AGREED CLEARANCE DATE	REPORT DATE
SOC-EXIT-SMP-2026	Sydney CBD tenancy (example)	14 November 2026	20 November 2026

- **Agreed clearance on schedule** — Reuse arrangements never held up exit.
- **Done to building rules** — Dock and goods-lift booked to approved times.
- **SOC holds $20M PLI** — Covers SOC clearance operations on site.

42 of 86

items stayed in use, went to a new home or went to recycling

Item-based outcome measure (49% by item count). Each outcome is backed by a photo, signed receipt or docket.
Not a carbon audit, landfill diversion rate, or environmental certification. See Page 2 for line items and evidence.

WHAT HAPPENED, IN PLAIN WORDS

18 CHAIRS	**Still in use at your new office** Moved by our clearance delivery partners as part of your agreed move scope.	VERIFIED
12 ITEMS	**Now used by other organisations** 6 chairs transferred to another organisation and 6 workstations to a community group. Signed delivery receipt on arrival.	VERIFIED
0.75 TONNES	**Steel weighed and delivered to a metal recycler** From 12 filing cabinets and 18 workstation frames. Weighbridge docket confirmed; component separation verified.	VERIFIED
2 TABLES	**Buyer confirmed: awaiting collection** Confirmed buyer arranged. Pending collection; not recorded as completed reuse until physically collected.	PENDING
24+18 CHAIRS+TOPS	**Too worn to reuse: cleared** Cleared through agreed lawful disposal pathway. No facility weighbridge receipt supplied, so weight remains unknown.	UNKNOWN

How reuse and recovery was handled (Illustrative sample arrangement):
Direct recipient collection was coordinated to building rules where approved. Where direct collection was impractical, items were delivered to confirmed receiving organisations or transferred to pre-arranged temporary holding. The clearance and handback schedule was maintained.

E-waste:	ESTIMATED	About 35 monitors and cables kept apart from general waste.
Cardboard:	ESTIMATED	About 20 boxes to the building recycling service.
Data-bearing devices:	VERIFIED	8 computers to client specialist (client holds certificate).

Counted by item. Weights only where a docket or facility record gives one. Not a carbon audit or environmental certification.
All client details, addresses and figures in this sample are fictional demonstrations. Real project reports use the project own verified records.

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Page 2: Detail for your corporate records

VERIFIED	ESTIMATED	PENDING	UNKNOWN
Backed by a count, photo, signed receipt, docket or document on hold.	Our best count or volume estimate on the day. Not weighed.	Agreed/confirmed, but collection not completed on exit day.	Downstream facility evidence unavailable. Unknown stays unknown

ITEM SCHEDULE & EVIDENCE LOG

ITEM	QTY	OUTCOME	WHERE IT WENT - EVIDENCE RECORD	COUNT	OUTCOME
FURNITURE					
Task chairs	**18**	Kept in use	Moved to new office with move. Delivery photos.	VERIFIED	VERIFIED
Task chairs	**6**	Rehomed	Delivered to confirmed recipient org. Signed receipt.	VERIFIED	VERIFIED
Task chairs (worn)	**24**	Cleared	Agreed lawful disposal. No facility weight docket.	VERIFIED	UNKNOWN
Meeting tables	**2**	Resold	Confirmed buyer arranged; awaiting collection.	VERIFIED	PENDING
Workstations	**6**	Charity donation	Delivered to charity depot. Signed receipt.	VERIFIED	VERIFIED
Workstations (worn)	**18**	Frames recycled / tops cleared	Frames: recycler docket. Tops: disposal pathway.	VERIFIED	UNKNOWN
Filing cabinets (steel)	**12**	Metal recycling	Metal recycler weighbridge docket (0.75 t total).	VERIFIED	VERIFIED
Total furniture: 86 items (18 kept - 12 rehomed - 12 recycled - 2 pending - 18 part recycled - 24 cleared)					
SEPARATED STREAMS					
Steel framing & cabinets	**0.75 t**	Metal recycling	Weighbridge docket. Metal separation confirmed.	VERIFIED	VERIFIED
Office E-waste	**~35 pcs**	Kept apart	Monitors, PCs and cabling. Count estimate on day.	ESTIMATED	UNKNOWN
Cardboard & packaging	**~20 bxs**	Building recycling	Separated to building recycling compactor.	ESTIMATED	UNKNOWN
Data-bearing devices	**8 units**	Specialist handling	Delivered to client specialist. Specialist cert held.	VERIFIED	VERIFIED
EXIT RECORDS & PROOF					
Handover After-Photos	**6 rooms**	Before/after photos	Full tenancy photographic record, dated.	VERIFIED	VERIFIED
Facility Receipts	**1 of 2**	Partly provided	Metal scrap docket held. General waste weight unknown.	VERIFIED	UNKNOWN

HOW THE 49% IS WORKED OUT & VERIFICATION LIMITS:

(18 kept + 12 rehomed + 12 recycled cabinets) / 86 items = 49%, by item count.

Workstations with recycled frames but cleared tops are excluded from the 49%. Steel weight is 0.75 t. Item-based outcome measure, not a landfill diversion rate or carbon saving. Weights reflect dockets only. This report documents physical clearance evidence and does not confirm landlord lease sign-off or bond release.

PREPARED BY: SOC Project Contact (example) **REVIEWED BY: Client Representative (example)** **DATE: 20 November 2026**