

# **Helpful Storage Tips-**

## **Packing your Unit**

- Pack in such a way that you leave yourself access to items you might need from time to time. Accessing boxes can be made even easier by labeling them.
- Use pallets/skids if possible to keep contents off the floor.
- Store items you may need to access at front of unit.
- Worn boxes can collapse and lead to damage. Use similar size boxes so they pack easy and make better use of space. Try to fill boxes to maintain sturdiness and stack lighter boxes on top. Pack heavy things in small boxes and lighter things in larger boxes.
- Rubbermaid bins make excellent moisture-resistant storage containers. They will also resist buckling better than standard boxes.
- Anything important should be wrapped or boxed in storage to protect from dust and dirt.
- Never pack material or upholstered items in sealed bags or bins, especially during spring and summer. Humidity present during these seasons can cause condensation leading to must and mildew. If you do wrap beds and sofas, they should be stored on end if possible with the top end left unsealed. Upholstered items and beds should be kept off the ground.
- Old bed sheets, towels and comforters make excellent padding to protect furniture.
- To save space and possibly money, disassemble any large furniture such as beds, tables. It is a good idea to keep all screws, bolts, and the like, in one accessible container or bag.
- Use boxes that are uniform in size because they are easier to stack.
- Leave walkways between the boxes in your storage unit so you can easily get items you want without moving any of your other belongings.
- Fill your boxes to the top even if you have to pack them with padding. Boxes that are half full may collapse if anything is stacked on top of them.
- Treat your metal objects with a rust protector in order to prevent damage.
- Humidity can cause furniture to warp and appliances to mildew. Be sure to leave a space between your stuff and the storage units wall in order for air to circulate in the storage unit.
- Leave your refrigerator door open to prevent mold from growing inside.
- Use plywood or pallets to keep your belongings off of the floor.
- Store frequently used items at the front of your storage unit.
- Cover your items with sheets or light blankets to keep them protected.
- Check your storage unit at least once a month.
- Use bubble wrap to wrap breakable items. Group smaller items together and mark the boxes.
- Large appliances need care before being moved to the self storage facility. Defrost the refrigerator and freezer to prevent water damage.
- Spray wood furniture with furniture spray before storing it in your storage unit to give it additional protection.
- Consider a climate controlled storage unit when storing candles, furniture, pictures or antiques.
- Purchase a secure lock.
- Purchase the self storage insurance as your homeowners or renters insurance may not cover items kept in storage.

## **Do Not**

- Don't use plastic to cover your belonging as it can retain moisture.
- Don't store any food items in your self storage unit.
- Don't pack your boxes so they are too heavy to carry.
- Don't use printed newspaper as it can smudge your belongings.
- Don't store vacuum cleaners with the bag in.
- Don't keep anything flammable or combustible in your self storage unit such as paint, oil or gas.

## Furniture

- Cover all furniture and disassemble, if possible.
- Wrap table legs with packing paper as scratch protection.
- Lay down blankets or a pallet between the furniture and the floor of the storage unit.
- Place assembled tables top down on floor with legs pointing towards the ceiling.
- Stack chairs seat-to-seat with cloth or paper separating them.
- Avoid stacking or leaning furniture against outside walls.

## Books and Paper Items

- Use file boxes. They are the best containers for your important documents.
- Pack books flat and fill any empty space to minimize movement.
- Avoid overfilling cartons. Books are heavy.
- Keep pallets free of moisture by placing plastic sheeting on top of them.

## Clothes

- Avoid excessive wrinkling to your clothes by employing wardrobe boxes.
- In outdoor units, refrain from placing boxes of clothes directly on the floor. They can make attractive homes for rodents. It can be wise to place mouse traps when clothing or upholstered furniture is being stored in shed-style storage.

## Breakables

- Wrap plates, saucers, and bowls individually before placing them in a china carton.
- Use a china carton divider kit for increased security.
- Fill paper into bottom, top and empty spaces in the carton.

## Large Appliances

- When storing appliances, be sure they are defrosted and empty of water as moisture and humidity will damage your valuables. Refrigerator and freezer doors should be propped slightly open to prevent odor build-up. An opened box of baking soda can be placed inside for added odor prevention.
- Valuable storage space inside appliance's can be used for small items.

## Things you should not Place in Storage

- Explosive or Flammable items like fuel, paint or aerosols.
- Food or Drink. These can attract vermin into even the cleanest facility.
- Anything living. Plants and animals will not survive in storage.
- Hazardous Waste/Medical Waste
- Trash/Refuse
- Animal Carcasses
- Old Tires