

PACKING AND STORING HINTS-PERSONAL/BUSINESS

1. Keep an inventory of the items you store. If you are looking for something you won't have to wonder whether or not it is in your storage unit.
2. Put plastic or pallets on the floor of your unit to keep your items clean and to protect them in case something leaks.
3. Put all of the items you can in boxes rather than loose in the unit and use only a couple of uniform sizes of boxes when possible. This makes for better organization and a neater space.
4. Pack heavy items into smaller boxes so they won't be difficult to move.
5. Label the contents of your containers. You can use different colors of labels for particular rooms or to identify the belongings of different people.
6. Place the most valuable items in the back of the unit, as well as the items you'll be less likely to need first.
7. When packing toys or smaller objects, remember to fill boxes completely, stuffing open areas with plain newspaper to prevent collapsing when stacked. Pots and pans can be stored inside large appliances such as stoves and refrigerators.
8. Use trash cans to store shovels, hoes and rakes.
9. Wrap framed art and mirrors in bubble wrap and stand them on end on a pallet.
10. Don't store in plastic or use plastic to cover items that could be damaged from condensation. You should, however, use plastic bags to store items that might leak.
11. Wardrobe and mattress boxes protect your investment in your clothing and furniture. Store mattresses on flat level surfaces.
12. If you stack furniture, be sure to place some type of padding between items to avoid scratches.
13. Break down items such as table legs and store large furniture (table tops or sofas) on end to save space. Store screws and bolts in Ziplocs and tape to items.
14. If possible, use the original boxes to store electronic equipment.
15. Purchase boxes with dividers to store glassware and china, and put packing material on the bottom and top of the boxes. Wrap each item individually with paper or foam. Place these fragile boxes on top of other boxes or on a shelf.
16. Wedge open the doors of appliances to prevent mildew. You can store lighter items such as linens inside.
17. Humidity can cause furniture to warp and appliances to mildew. Leave a space between your items and the unit wall to allow for air circulation. To guard against condensation damage use fabric rather than plastic to cover large items. Do not store items that can be damaged by melting or freezing. DO NOT store food items in as they may attract rodents or insects.
18. Use oil or rust protector on metal items to prevent them from rusting. Use protective covers and treat wood surfaces before storing.
19. If storing business files label all boxes and construct aisles so files are easily seen and accessible.
20. DO NOT STORE anything combustible (paint/chemicals) or perishable (food), or flammable (fuels). When storing lawn equipment, drain any fluids prior to storage to avoid corrosive damage.
21. Buy tenant insurance. It is worth the small price for added peace of mind.