

## **Packing Tips:**

1. Make packing for storage easier by planning ahead. Start by listing all the items you are going to store and the approximate size of each item.
2. Take quick pictures of all your rooms before packing. Pull out any valuable items to take specific pictures of them in case you ever need them for insurance. Make an inventory of your stored items and keep together in a safe place.
3. Use quality boxes that are strong enough to hold the items to be stored. When selecting the right box, keep in mind the weight as well as the size of the items you are packing. Use small boxes for heavier items such as books. Larger boxes for lighter items such as blankets and pillows. Our facility sells boxes and packing supplies for all of your needs. Please ask our Self Storage Professionals about items we have available for sale.
4. Be prepared. Gather all the materials and supplies you need before you start: boxes, tape, packing materials, markers, furniture covers, etc. Remember, A Storage Solution sells everything you need.
5. Label, label, label for easy identification. Remember to mark all boxes containing delicate items as “fragile”.
6. All fragile or delicate items should be wrapped individually in paper, bubble wrap or foam wrap for added protection.
7. Dishware and glassware should be wrapped in paper or a bubble or foam wrap before being packed in sturdy boxes for added protection. Nest your cups and bowls with paper or small bubble wrap between them. Improvise with wash cloths and towels.
8. Framed pictures and mirrors should be wrapped in large bubble wrap and placed in specialty mirror boxes. They have less air space and should be stored on their ends.
9. Use a wardrobe box to hang clothing, draperies and fabrics that need to breathe and be kept crease-free.
10. Folded clothes can be packed in boxes or suitcases.
11. Increase your own storage capacity by using the inside of dressers, bookcases and large appliances to store lightweight items.
12. Pack as much as you can in the same size boxes. Fill boxes tightly, but take care to neither over pack or under pack. (Bulging cartons tip when stacked, while

half full boxes tend to collapse). Stuff newspaper, rags, bubble wrap or towels in empty areas to prevent the boxes from collapsing when other items are stacked on them.

13. Pack books flat to protect their spine. Do not put fragile items in with books and pack books in smaller boxes as they will be heavy.

14. If you combine different weights of items in one box, always put the heavier things on the bottom and mark the box “this side up”.

15. Make sure all of your packed boxes are securely sealed with packing tape, with the tops flat (this will make it easier to stack them).

16. Clean and dry appliances before storing. Secure all moveable parts with paper, or wedge and wrap a paper pad around each item for protection. During transportation tape all doors shut, but remember to wedge them open for storage to prevent mildew.

17. If you disassemble any furniture, place the nuts, bolts and screws in a small zip lock bag. You can tape the bag on the inside or bottom of the furniture to keep all pieces together. Tie bed frames together with tape or twine.

18. Remove furniture legs if possible and wrap in bubble wrap.

19. Pack lamps and lampshades in individual boxes. Use plenty of clean paper or clothing for padding.

20. Remove or fold the handles on lawnmowers and other garden equipment. Please note the importance of draining all gasoline or other combustible materials prior to storage.

### **Storage Tips:**

1. Make a plan on how to organize your unit. This will save you time in the long run. You can store couches on end, stack chairs seat to seat, and use larger items to store blankets, clothes and smaller knickknacks.

2. If you think you may be storing for a longer period and may need to have access to particular items, consider renting the next size up. This will allow you to create walkways so you can get to items easier.

3. You may need to purchase shelving units to better utilize your storage space. This may even make your space needs smaller and save you money!

4. Place items that you do not need in the back of the unit, potential items you

may need access to in the future towards the front, and items that you know you will need access to right up front.

5. Avoid stacking things directly against the wall to leave room for ventilation between your items and the wall.
6. Do not place boxes directly on concrete floors, but use pallets or skids to prevent moisture absorption, or at least place a protective waterproof cover such as a tarp over the concrete floor.
7. Always cover your mattresses and fabric furniture with plastic wrap and stack on their side. It is also a good idea to wrap fabric cushions individually and place on top.
8. Break down your furniture (couch legs, table legs and leafs) to store on their side giving you more room.
9. Old photographs tend to curl over time. To keep them flat, place them between two pieces of cardboard and tape them together.
10. Treat wood surfaces before storing and place blankets over them if storing items on top to prevent scratching.
11. Bicycles and other metal items will rust over time if not protected. To retard rust, rub a few drops of machine oil on all metal surfaces.
12. Use trash cans to store shovels, rakes, brooms, etc. Stack extra cans inside each other.
13. Drain gasoline and oil from lawn mowers and other items with small engines. Read the owner's manual for directions on removing for safe storage.
14. Always use high quality locks on your unit. Locks are available for sale, just ask your Self Storage Professional for a recommendation.
15. Common sense and state laws determine what may and may not be stored. You alone control access to your storage space; therefore, never store live animals, perishables, liquids, explosives, flammable liquids and fuels, toxic materials, or other items that need a controlled environment.