

## RESIDENTIAL - HOME / APARTMENT STORAGE TIPS

- Try to keep your boxes in uniform sizes. They are much easier to stack that way.
- Make up an inventory of your stored items and keep it in a safe place at home or in a safe deposit box.
- Pictures and mirrors should be wrapped in mirror crates marked "FRAGILE" and stacked on end.
- Larger appliances make excellent "packing cases" for blankets, towels, tablecloths and clothes.
- Use freestanding shelves to help organize your unit.
- Be sure to store frequently used items at the front of the unit to avoid having to search for them.
- Disassemble items such as tables, bed frames, etc. to save space. Wrap and label all pieces for an easier time when you have to reassemble them. Put all hardware in bags and mark the bags accordingly.
- Make sure that all appliances are clean and dry before storing them. Leave appliances slightly ajar to prevent mildew.
- To prevent rusting, rub a small amount of machine oil on metal tools, bicycles and equipment. Drain and clean all debris from all equipment before you store them.
- If you've collected lots of books over time, it's a great time to reevaluate what you really want to keep. Never pack more than 30 pounds of books in a box. Use small boxes and pack books flat so the corners won't break.
- Load furniture first and boxes last in the truck. It will make it easier when you unload at your storage space.
- Clothing, rugs and anything fabric-related should be clean and free from anything that may attract pests.
- Wrap sofas in heavy blankets and, if possible, stand on end.
- Disassemble furniture and wrap table legs in paper. If furniture, such as a table, will not disassemble, place padding on the floor and place the table on its top with legs pointing up.
- Most lightweight chairs can be stacked "seat to seat" or placed upside down on other furniture.
- Keep upholstery off the floor. Place plastic covers over upholstered items and mattresses.

## COMMERCIAL AND BUSINESS STORAGE TIPS

- When storing books, pack them flat in the box to protect their spines. Use packing paper to fill out empty areas in the boxes. Do not overload.
- Documents and file boxes can be stored more efficiently using free-standing shelving. Be sure to make a list of all stored materials, and, if possible, add coding to your boxes in an easily viewable place on the storage box to make retrieval easier.
- When storing tools, metal items and equipment, be sure to clean and wipe with a rag and machine oil to keep away dust corrosion.
- Never store perishables, liquids, explosives, flammable liquids and fuels, toxic materials or other items that need a controlled environment.