

# TIPS FOR STORAGE

We hope that this information will assist you in storing your goods, whether with us or at your home. We have had a substantial amount of experience in the storage business and rely on this in providing information to you.

1. One of the most important items in storing, where you will be on a ground floor is to place a vapor barrier on the floor. Even the best designed garage or storage floor cannot prevent moisture. Use a pallet, if you have one, or use viscine. Carpeting is excellent, and an old piece is inexpensive. Also, leaving air space around the perimeter will help. Do not lean items against walls.
2. Leave a walkway to the rear of your storage unit.
3. Use all the space available, including height. Shelving will allow you to store substantially more and in a better manner. Shelving will pay for itself many times. This allows you to have a smaller unit and save money.
4. Place frequently used items near the door.
5. Fill any container you have to capacity.
6. Be careful. Particularly full or bulging cartons may tip or collapse. Be careful about packing boxes so that they are not too heavy. Heavy items such as books should be packed in small boxes. If a carton is too heavy, it will be hard to lift, and should be divided between two or more cartons.
7. Fragile items should be cushioned by packing and placed toward the top of the items stored.
8. Although it will take a little more time initially, label cartons as to their contents, and take home a list of the labeled cartons for easy reference when you need to locate your property. This is particularly helpful if more than one person will be using the space.
9. Use packing aids such as newspapers or wrapping paper, bubble pack, tape, rope, drop cloths, polywelton, sheeting, mattress and furniture covers, pallets, skids and cartons. These will protect your goods and save you replacement or repair costs.

The following information will give you an idea as to the unit size you might best use. Don't forget these units are 10 feet in height. **The better you store, the less space you need, and the less rent you pay.**

## **5 x 5**

Small furniture such as a chest of drawers or chair, plus boxes and miscellaneous small items. Office or personal records and/or workmen's tools and equipment.

## **5 x 10**

Some furniture—for example, a couch and chair, chest of drawers, spring and mattress, plus small items and boxes. Outdoor furniture, lawn mowers, garden tools, etc. Bicycles and/or motorcycles.

## **7 x 10 or 7 x 15**

These units are specially designed to accommodate a row of file cabinets on each side with a corridor in the middle.

## **5 x 15**

Furniture from a small one-bedroom apartment without appliances, small boxes and small items.

## **10 x 10**

Furniture from a one-bedroom apartment without appliances, also small items and boxes.

## **10 x 15**

Furniture from a two-bedroom apartment or house, miscellaneous items and cartons. A small car may be stored if unit has a garage door.

## **10 x 20**

Furniture from a two-bedroom house with appliances, miscellaneous items and cartons. Also may be used to store a car or truck and other small items.

## 10 x 25

Furniture from a large two-bedroom or smaller three-bedroom house with appliances, miscellaneous items and cartons. Also may be used to store a car, boat, RV or truck and other small items.

**NOTE: Any size unit may be used for storing excess inventory for shops, stores and other businesses!**

## SPECIFIC STORAGE TIPS

**Appliances:** A refrigerator or freezer should be thoroughly dry and stored with its door slightly ajar. Some items can be stored inside large appliances. Cartons can be stacked on top of stoves, refrigerators and freezers. Make sure that stove and cooking equipment are cleaned before they are stored.

**Bicycles & Other Metal Items:** To retard rust, wipe all metal surfaces with a rag containing a few drops of machine oil.

**Books & Documents:** Pack books flat to protect their spines. Do not place boxes directly on floor. Use pallets or skids to prevent moisture. Using packing to fill out empty pockets in the cartons. Do not pack fragile items in the same carton with books. Do not overload.

**Bedding, Clothing, Curtains, Drapes & Linen:** Clothing, curtains and drapes should be stored on hangers. If hanging facilities are not available, such items should be carefully folded and stored in dresser drawers or cedar chests along with bedding and linen. Some facilities sell wardrobe-style cardboard cartons which help protect your clothes. Food crumbs or stains should be removed before storage. Avoid storing anything that will attract rodents.

**Dishes & Glassware:** Place a layer of packing inside both the bottom and top of cartons containing glassware. Label all cartons containing glass. All glass items should be individually wrapped. Nest cups and bowls and stand plates, saucers and platters on edge. Wrapped glasses should be placed toward the top of the carton with padding above them. Fill all pockets with newspaper. Do not place heavy items atop boxes containing glassware.

**Furniture:** Place a pallet, cardboard mat or plastic sheet on the floor and stand sofas or mattresses on end. Disassemble beds and tables and wrap table legs in paper. If a table will not disassemble, place padding on the floor and place the table on its top with the legs pointing up. Use dresser tops for stacking cartons and dresser drawers for linens or small, delicate items. Keep upholstery off the floor. Most lightweight chairs should be stacked "seat to seat" or placed upside down on tables which cannot be disassembled. Place a light dust cover over your furniture.

**Holiday Decorations:** Save the original cartons which contained delicate ornaments and pad the ornaments with packing paper or newsprint. Wrap strings of lights around a piece of cardboard before placing in a carton lined with packing paper.

**Lamps:** Wrap large lamp bases in padding. Wrap smaller lamps and place them in cartons. Pack delicate lamp shades separately. Do not use newsprint to wrap lamp shades or any other goods which may be damaged by ink stains. Do not store heavy items atop cartons containing lamps or lamp shades.

**Mirrors, Windows & Screens:** These items should be stored on edge, not flat.

**Records & Phonographs:** Records should be stored on edge to prevent warping. When moving a record player, the tone arm and turntable should be secured to prevent bouncing.

**Tools:** Metal tools should be cleaned and wiped with a rag containing a few drops of machine oil to retard rusting. Long-handled tools such as rakes, shovels and hoes should be clean, lightly oiled and tied in bundles.