HANDY STORAGE HINTS

STORE-IT

GENERAL TIPS

- Don't store any junk – do a clear out before putting goods in storage
- Use good quality boxes and fill all boxes to capacity
- Place heavy items in smaller boxes so they are easier to lift
- Clearly number and label all boxes on all sides
- Catalogue the numbered boxes and contents
- Seal boxes with good quality tape
- Plan your space – start with bulky items and your heaviest boxes, stacking from the back of your unit to the front
- Pack items in furniture drawers and in empty fridges
- Use heavy or bulky items as a stacking base for lighter goods
- Place items you need to get to most often near the front of the unit
- Stack similar sized boxes together and allow for walkways
- Place all odd shaped items last
- Clean all goods of food debris to avoid pest infestation
- Moisture absorbers will minimise humidity – replace them regularly
- Placing a bollard of sorts on the inside of the roller shutter door will minimise the amount of dust entering the unit
- Secure your unit with good quality waterproof padlocks – available at ComProp
- Keep the padlock keys in a safe place
- Advise your insurance broker that your goods are in storage

ELECTRICAL APPLIANCES

- Place large appliances on pallets
- Cover appliances, but make sure that fridge doors are left open
- Thoroughly clean all appliances and door seals to avoid mould
- Electronic goods such as TV's and power tools are susceptible to heat and humidity and require additional protection, but also need air circulation

VEHICLES, TRAILERS, BICYCLES, ETC

- Disconnect the batteries
- Drain fuel tanks
- Jack vehicles up or remove tyres to avoid flat spots
- Lubricate moving parts, remove bicycle seats, and upend the bike so that tyres are not left on a flat surface

FURNITURE

- Cover all soft furnishings
- Store couches on their ends to create more space
- Protect table legs with loose bubble wrap
- Don't pack heavy items on top of soft furnishings or mattresses
- Store mattresses on a flat surface and cover with plastic
- Stack chairs seat to seat separated with bubble wrap, paper or fabric
- Drape wooden furniture with fabric – avoid plastic as it traps moisture

FRAGILE GOODS

- Wrap fragile goods separately in bubble wrap or packaging chips
- Don't pack heavy items on top of boxes containing fragile goods

METAL ITEMS

- Lubricate metal furniture, garden tools, hand tools, etc with oil or anti-rust agent

BOOKS, FILES AND PAPERWORK

- Pack books, files and paperwork flat – not on the spine
- Place cakes of bath soap, mildew stop or moth balls with all forms of paper to prevent pages from sticking together

LINEN AND FABRIC

- Place cakes of bath soap, mildew stop or moth balls in boxes of clothing and linen
- Don't pack damp items

LEATHER

- Leather will go mouldy but can be cleaned afterwards – we suggest sealing leather goods as far as possible

PROHIBITED ITEMS

Toxic, pollutants or contaminated goods • firearms, munitions or explosives radioactive materials • hazardous goods • living plants or animals food or perishable goods • cash and securities • contraband • illegal goods waste • flammable liquids, including petrol • gas cylinders