

# STORAGE TIPS & CHECKLIST

## SMART STORAGE TIPS

- ✓ Make an inventory list of everything you'll be storing in your container.
- ✓ Create a diagram indicating how you packed your Storage Box, this will make items easier to retrieve.
- ✓ Take pictures indicating how you packed your Storage Box, this will make items easier to retrieve.
- ✓ Collect packing materials, towels, and moving blankets to help protect your stuff from damage.
- ✓ Do not store any food, perishable items, toxins, or flammables. For a list of prohibited items, review section 6, "Use of Container and Compliance with Law," of your Storage Box Rental Agreement.
- ✓ Consider The Storage Box Contents Protection option and consult your homeowner's insurance plan to ensure your items are covered from damage or loss.
- ✓ Packing supplies can be purchased at The Storage Box and can be delivered in your Storage Box when we deliver your Storage Box at no extra charge.
- ✓ Always pack lighter boxes on top of heavier ones.
- ✓ Items you'll need access to while storing, pack them last, so you will have easy access.

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## SMART PACKING TIPS

- ✓ Take pictures of your packed contents.
- ✓ Fill empty spaces in boxes with packing paper to keep items from shifting and to protect boxes from getting damaged when they're stacked.
- ✓ Keep like items together.
- ✓ Label boxes on all sides.

## FURNITURE

- ✓ Disassemble larger items such as tables, bed frames, etc., to maximize space.
- ✓ Bag and label all hardware.
- ✓ When stacking furniture, use moving blankets between pieces to prevent scratching. Use tape over the blankets to hold them in place, but never apply tape directly to your furniture.

## ELECTRONICS

- ✓ Take pictures of connections before disconnecting your electronic devices.
- ✓ Store electronics and pack items in bubble wrap, cushion foam, or newspaper.
- ✓ Label corresponding cords.

## APPLIANCES

- ✓ Give appliances a good cleaning prior to storing.
- ✓ Leave doors slightly open to prevent mildew.
- ✓ Protect appliances with moving blankets. Use tape to hold them in place, but don't apply tape directly to your appliances.

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## PICTURES AND MIRRORS

- ✓ Wrap small pictures and box and pack them vertically.
- ✓ For larger frames, use boxes designed for pictures.
- ✓ Always store mirrors and framed pieces vertically, not flat

## CRYSTAL, CHINA, AND GLASSWARE

- ✓ Use specialty boxes designed with dividers for these items.
- ✓ Wrap each piece with paper or foam.
- ✓ Label Crystal, China, and Glassware boxes “FRAGILE.”

## CLOTHING, CURTAINS, AND DRAPES

- ✓ To save time, keep clothes on their hangers and bind them with zip ties into easy-to-manage groups. Pack them in garment bags or create your own with an upside-down garbage bag.
- ✓ Wardrobe boxes are also a convenient way to pack clothes and can offer additional protection.
- ✓ Use dresser drawers to store smaller items.
- ✓ If you're storing wool items, use cedar chips or mothballs to prevent moth damage.