

How to store efficiently

Plan Ahead

Plan your self-storage space carefully. Make a list of what you will be storing and map out your storage space to make the most efficient use of space:

- Place protection on concrete floors when storing mattresses, furniture or furnishings
- Store large or heavy items towards the rear of the unit so you can use these items as a base to stack upon. Then begin packing towards the front and top of the unit with lighter more fragile items
- Store longer items (such as mattresses, beds, couches and tabletops) along the walls of your storage unit. This provides protection and generally allows for a more efficient use of space
- Remember to use all available space – use the full height of the unit to your advantage and turn items on their ends where appropriate. Stack boxes of similar sizes together, leaving enough room for you to move around the unit if required
- Place frequently accessed goods near the door.

Moving In

- Ensure you pack items that you will access frequently into the truck first so these items will be packed into the unit last.
- Dismantle larger items or any items with legs to make these items easy to move, and to maximise space in your storage unit.
- Empty wardrobes, cupboards and drawers while moving to protect your furniture.
- Ensure all larger items are covered with furniture covers, moving blankets or soft furnishings to protect them whilst in storage.

What Not to Store

Do not store anything combustible, perishable or harmful (including petrol, paint and paint thinner, gasoline, firearms, solvents, living things, plants or food that spoils). Ensure mowers, whipper snippers and equipment are emptied of petrol or other fuel, and that BBQ surfaces are clean and gas bottles are empty.

Hints and Tips – Packing

Boxes

As a general rule, anything that can fit into a box, should be placed into a box. Use similar sized boxes to ensure safe stacking and always place

heavier boxes on the bottom. Boxes that are half empty or too full can burst or collapse; pack any empty space with packing material for extra strength, and to keep the dust out.

Books and Documents

Sort into relevant categories and pack flat into archive or small boxes. Be sure not to over fill the boxes or they will be too heavy to lift and stack. Pack books flat to avoid spines being damaged.

Furniture

Use shrink wrap or moving blankets to wrap around and underneath your furniture. Stack chairs seat to seat with cloth or paper in between. To protect your furniture, use a cover or moving blankets and either wrap any soft furnishings and cushions in plastic or place in boxes. Mattresses should be covered and stood on end to maximise space.

Kitchenware, Crockery and Fragile Items

Wrap all fragile items and glassware separately in tissue or packing paper, and wrap for extra protection. Place extra packing in the bottom, top and in any spare space within the box for added protection. Mark the box 'Fragile' or use 'Fragile' packing tape.

Wrap plates, saucers and bowls in packing paper and place on their sides in boxes to prevent breakages. Packing paper may also be used between crockery items. Ensure these boxes are not stacked under any heavy items. Wrapping precious silverware in acid free tissue paper can help reduce tarnishing.

Machinery, Equipment and Metal Items

Drain oil to reduce the risk of leakage, spillage and damage to other goods. Ensure all items are dry and clean, and wipe with a few drops of oil before storing to prevent rust. Keep these items secure and away from other items that may be damaged by rust.

Clothing, Apparel and Linens

Store clothing in Port-A-Robe cartons to keep clothes dust and wrinkle free, and use naphthalene or mothballs to protect clothing for long term storage. Use vacuum bags for the most efficient use of space when storing soft furnishings or linens, then place into clearly marked boxes. Moving bags are also ideal for storing linens and soft furnishings.

Artwork and Mirrors

Protect mirrors and artwork by placing them in our slider or picture boxes or wrap securely with soft linens/moving blankets for protection.

Electronic Equipment

Ensure all equipment is clean and dry. Sensitive electronic equipment is best stored in its original packaging or suitable box. Remove all batteries to prevent any battery leakage over time.

Appliances

If storing kitchen appliances or whitegoods, be sure they are thoroughly clean, dry and defrosted to prevent moisture or mildew damaging your valuables. Store with doors slightly open. ** Placing a tea bag or some dried rice inside can reduce moisture build up**! Don't forget to check appliance hoses to ensure they are completely dry to prevent water damage. Keep any extra hoses, nuts, bolts or extra hardware items in plastic bags secured to the appliance so everything required to operate the appliance is kept together.