



# Storage packing advice

These tips are mainly about packing and storing but we have included a small checklist at the beginning about the things to remember when moving house or office.

## Be Ruthless

Moving house is one of the best opportunities to have a clear out. So, ask yourself 3 questions.

- When was the last time I used it?
- Will it be useful in the future?
- Is it going to fit in my new home?

Remember the more you store, the more space you will need and the more it will cost. If you are only going to be in store for a short amount of time then it may not matter as much but the longer you store your belongings, the more you will have paid for items you may not actually want or need.

The best tip we can offer you therefore is to be ruthless.

Whether you throw it away, give it to friends or charity shops, take a slot at a car boot sale or send it to auction, it doesn't matter, you will save some money – you might even make some – but, almost certainly, you will not miss it or regret it.

## Packing

### General

1. Remember to keep items that you are not going to store separately:
  - Passports, personal documents.
  - Jewellery and valuables.
  - Selected clothing and personal items.
2. Make an inventory:
  - Things that are going into storage and those that are not.
  - If you have a removal company, check for damage on furniture (and photograph more valuable items), list and agree it with them. Accidents do happen but it's not always easy to tell who caused them.
  - Make sure you keep the inventory in a safe place and one you can remember.

3. Label boxes on all sides with the contents and which rooms they will go to eventually. Number them so you know if you are missing any.
4. Use 'Fragile' labels where appropriate so that people, including you, are careful when moving them.
5. Try to keep boxes the same size so stacking is easier and space efficient.
6. Use the appropriate box size so that they're not too heavy.
7. a) Fill the boxes to capacity so that they don't crumple over time if anything is put on top of them. To prevent items moving around, fill gaps with crumpled newspaper.
7. b) Drawers – fill them if you must but don't fill them with heavy items for moving. You can always put things in them when you are actually in the storage unit and, to save space, you should.
8. Don't tape drawers and doors shut unless you know they won't be marked but make sure they are secure when travelling.
9. Don't pack clothes or bedding in plastic bags – they'll sweat.
10. Don't put fragile items in with heavy ones.

### **Specific Items**

1. Clean and lightly oil garden tools and wrap or pad sharp edges to protect other items. Remove petrol from machinery.
2. If it's possible, pack appliances and electronic equipment in their original boxes.
3. Curtains and clothing will get badly creased if not packed carefully and in the appropriate container.
4. Take legs off beds and tables if possible but make sure you keep any nuts or bolts safely in a labelled bag with the legs.
5. Check whether any appliances such as washing machines need any parts secured before travel.
6. Empty fridges and freezers and make sure any drawers or shelves are secure. Clean them well and dry them – you will regret it if you do not!
7. Drain and dry your washing machine and dishwasher.
8. Quite apart from avoiding spillages in travelling, it won't do them any good in storage to still have water in them.
9. Coil up power cords on appliances and attach them securely.
10. Turn bicycle handlebars sideways and cover chains and pedals to stop oil getting onto other things, and to protect neighbouring items from knocks.
11. Disassemble any furniture items including garden furniture, if you can, especially if their awkward shape wastes space. Make sure you keep fixings in a labelled, secure bag.
12. Pack small mirrors in bubble wrap and place in a box.
13. Cover large mirrors and pictures with bubble wrap or corrugated cardboard. They should be packed, if possible, in boxes rather than stacked loose.
14. Roll up carpets and rugs and secure them with tape or rope.
15. Books should be packed flat to protect their spines.
16. Having wrapped them individually, pack plates on their sides. Make sure the box is not too heavy and use crumpled newspaper to fill any gaps.
17. Place glass at the top of boxes to avoid smashing. Make sure that they are labelled to show which way up they should go.

## Safety

1. If you are moving yourself, be careful moving large items whether they are furniture or electrical appliances. Do not lift too much and use a trolley, sack truck or appliance rollers.
2. Pack the vehicle safely whether it's your car or a hired van and don't overload it. Check tyre pressure.
3. When you're packing your unit, stack carefully so that boxes don't tumble.

## Packing Material

You can buy a range of strong quality products from us to help you securely pack and protect your belongings.

### **Take a look at the packing materials in our store.**

Make sure you have enough boxes and materials of the right type and strength so that everything is properly protected for travel and storage. It's much easier to pack things in boxes so that they can be stored safely and efficiently rather than have loose items.

## Boxes

- Use strong boxes, preferably double-walled, particularly if you are going to stack them.
  - Small boxes for books and heavier items.
  - Larger boxes for bulkier items like cushions, bedding and household linen.
  - Wardrobe boxes for clothing and curtains.
1. Packing tape – if only to seal the bottoms of boxes.
  2. Bubble wrap.
    - Delicate items such as ornaments.
    - Televisions, audio equipment and computers to protect against knocks and scratches.
  3. Tissue (acid free) for China and glass, particularly if you are storing for longer than 3 months – newspaper can mark.
  4. Dustsheets/blankets to protect unwrapped items from dust and scratches – particularly wooden furniture.
  5. Sofa, chair and bed/mattress covers.
  6. Labels and marker pens.



## Moving into your storage unit

When you arrive at the storage centre:

- Bring some form of identification (driving licence or passport) and proof of address (utility bill).
- An inventory of your goods with values for insurance purposes.
- A cheque book or card for your first payment and any details you may need to set up future automatic payments by Standing Order.

## Storing

### General

Before you start putting items into your storage unit, decide whether you need to have access to any of the stored goods and how frequently. Depending on your requirements you may need to consider leaving a partial gangway or racking. Whatever you may need should be put in last.

### Use the space efficiently.

The best way to achieve this is to plan how you will store each item. Bear in mind the following tips:

- Put Storage/Removal Blankets on the unit floor. Leave an aisle if necessary.
- Ensure that there are gaps to allow air circulation on all sides and in between items.
- Put the heaviest and fullest boxes together with bulkier items in first.
- Small items are always best stored on shelves or in chests of drawers.

- Use the spaces in wardrobes and chests to store boxes but do not put anything heavy on beds or sofas in case they get misshaped.
- Store sofas and beds on end to make maximum use of height.
- Chairs should be stacked seat to seat.
- Use blankets to protect surfaces from scratching.
- Mirrors and pictures should be stored upright with suitable protection between.
- Put smaller, lighter or less full boxes on the top of racks. By using the same size boxes, you will be able to stack safely.
- Fill gaps with any single items.
- Refrigerators and freezers should have the doors propped open. You will regret it if you do not.
- Cover unprotected items with Storage/Removal Blankets.
- If you want to be able to retrieve out of season clothes or sports goods, make sure you keep them in an easily accessible part.

**You cannot store:**

- . Food or perishable goods.**
- . Birds, fish, or animals or anything else living.**
- . Combustible or flammable materials or liquids such as gas,**

**paint, petrol, oil or  
cleaning solvents;  
compressed gases.**

**. Firearms, explosives,  
weapons or ammunition.**

**. Chemicals, radioactive  
materials, biological  
agents.**

**. Toxic waste, asbestos  
or other materials of a  
potentially dangerous  
nature.**