



THE ULTIMATE SELF STORAGE LIST

1. **Label each box on all four sides with numbers.** Have the master list separate from your storage space and never write on the box what its contents are.
2. **DO NOT USE PRINTED NEWSPAPER** to pack with. Its ink may smudge off your items.
3. Be sure to store frequently used items at the front. Also, store valuable items towards the back of your self-storage unit.
4. Use 2' x 4' wood pallets to keep your items off the ground.
5. Appliances must be thoroughly clean and dry.
6. Keep refrigerator and freezer doors slightly open. Remove and discard vacuum cleaner bags.
7. Pack appliances in factory boxes whenever possible.
8. To save space, fill interiors of appliances with linens, cloths and stuffed toys.
9. Stuff towels between the washing machine and inner tub of the washing machine to keep tub from rotating when moving it.
10. Store mattresses and box springs on long edges. Wrap for protection and elevate off the floor.
11. Pictures and mirrors should be wrapped in cardboard and marked "**FRAGILE.**" Stand them straight, never flat.
12. Disassemble beds and mark the pieces so that they can easily be put back together.
13. When packing books, pack them in small carton boxes that weigh no more than 30 lbs. Alternate bindings and place cushioning (wadded packing paper) between them.
14. Keep your out-of-season clothes accessible as you may have your belongings in storage longer than anticipated.
15. When disassembling electronics with multiple cables, place small colored stickers on the cable and the same color sticker where the cable connects. If possible, use the original packaging.
16. When storing wool items, use cedar chips or mothballs to prevent moth damage.
17. Wax wood furniture before storing it. Use sheets or cotton cloth to cover your stored furniture.
18. Never store anything in sealed plastic bags especially in non-A/C storage units as they keep moisture. **Humidity will cause damage** to your goods.
19. Leave a small space between the goods stored and the storage unit walls.
20. Do not stack heavy or folded objects where they could shift or collapse when you move or need access.
21. Label each box as you seal it. Mark "Fragile" on all boxes with breakables.
22. Use your bureau drawers as packaging space.
23. Try to limit the weight of each box to 30 pounds.
24. When wrapping collectibles or anything breakable, tape it after you wrap it. This will keep you from mistaking them for the excess paper you used to fill the box.
25. Clothing that ordinarily hangs in a closet should be packed in a wardrobe carton.