



STORAGE TIPS

- APPLIANCES:** A refrigerator or freezer should be thoroughly dry and stored with its door slightly ajar. Some goods can be stored inside large appliances and boxes can be stacked on top of stoves, refrigerators and freezers. Make sure that stoves and cooking equipment are cleaned before they are stored.
- BICYCLES AND OTHER METAL ITEMS:** In order to retard rust wipe all metal surfaces with a rag containing a few drops of machine oil.
- BOOKS AND DOCUMENTS:** Pack books flat to protect their spines. Do not place boxes directly on concrete floors but use pallets or skids to prevent moisture absorption. Use packing to fill out empty pockets in the boxes. Do not pack fragile items in the same box with books and do not overload.
- BEDDING, CLOTHING, CURTAINS, DRAPES AND LINENS:** Clothing, curtains and drapes should be stored on hangers. If you do not have hanging cartons such items should be carefully folded and stored in dresser drawers or cedar chests along with bedding and linens. Our facility sells wardrobe style cardboard cartons which help protect your clothes. Food crumbs or stains should be removed before storage and avoid storing anything that may attract pests.
- DISHES AND GLASSWARE:** Place a layer of packing inside the bottom and at the top of boxes containing glassware. All glass items should be individually wrapped. Nest cups and bowls and stand plates, saucers and platters on edge. Wrapped glasses should be placed near the top of cartons. Again, fill all pockets with packing. Label all boxes containing glassware and do not place heavy items on boxes containing glassware.
- FURNITURE:** Place a pallet, corrugated cardboard mat, or plastic sheet on the floor and stand sofas and mattresses on end. Disassemble beds and tables and wrap table legs in paper. If a table will not disassemble, place padding on the floor and place the table on its top with the legs pointing up. Use dresser tops for stacking cartons and dresser drawers for linens or small delicate items. Keep upholstery off the floor. Most lightweight chairs can be stacked "seat to seat" or placed upside down on tables that cannot be disassembled. Finally, place a plastic dust cover on your furniture. We have plastic covers in our office for you to purchase if needed.



YOUR GUIDE TO SELF STORAGE

SELECTING A STORAGE SPACE: Self Storage is a convenient, safe and inexpensive way to store your belongings. Ask our storage expert to help you choose a space size that fits your needs because rental of a storage space is determined by the total size of the items being stored. If you frequently use the space, a larger space, well organized (racks and file boxes), may be more convenient.

DETERMINE THE PACKING ACCESSORIES YOU NEED: Paper, bubble-pack, tape, rope, drop cloths, polyurethane sheeting, mattress and furniture covers, pallets, skids, file boxes and storage cartons. Some of these items are for sale in our office.

FILL CONTAINERS TO CAPACITY: Partially full or bulging cartons may tip or collapse. Heavy items like books or tools should be packed in small boxes so they are easy to lift. Protect your fragile goods with packing (i.e. bubble-pack, etc.) and place them near the top of your storage space.

PACK THE STORAGE SPACE CAREFULLY: Leave air space around the perimeter to aid ventilations. Place a pallet on concrete floors and do not lean items against walls. Leave a walkway to the rear of your space for easy access. Use all the space available including the height. Place frequently used goods near the door.

FOR YOUR CONVENIENCE, BELOW IS A LIST OF OUR VARIOUS SIZE STORAGE UNITS -

And a few suggestions as to what you should be able to store if you plan wisely:

5 x 5	Boxes up to 12 (small tools, etc)	\$ _____
5 x 10	Up to 2 rooms or furniture and boxes	\$ _____
5 x 15	2 rooms of furniture and boxes	\$ _____
10 x 10	Up to 3 rooms of furniture and boxes	\$ _____
10 x 15	Up to 4 rooms of furniture and boxes	\$ _____
15 x 15	Up to 6 rooms of furniture and boxes	\$ _____
Vehicle Storage	RV's, Boats, etc.	\$ _____