

The Storage Packing Guide

✓ Plan before you pack

1
2
3



Make a list of everything that needs to go in your storage unit.

Group the items to be stored by purpose. For example, keep all your kitchen items together.

Use all available space. For example, if you're packing kitchen bowls, put dish towels inside them rather than packing the towels separately. It will help protect the bowls and maximize your packing efficiency.

✓ Diagram your storage space and arrange items based on your accessibility needs



Label every box and carton. Include instructions such as "fragile" or "this side up." You may even want to color code your boxes for easier organization.

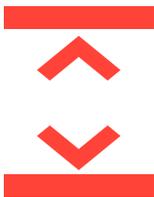
Place things that you will rarely need to access in the back or at the bottom of the space.

Things that you may need to access frequently should be packed toward the front and on top.

Don't forget to include a walkway down the middle of your storage unit for easier access to all items. After filling your storage unit, note each item's location on the diagram for easy reference.

Post a copy of your storage diagram inside your unit near the entrance and keep a copy with you.

✓ Know the height of your storage unit and plan to use your vertical space wisely



Store large furniture items vertically if possible, against the walls.

Take furniture apart if it makes sense to conserve space. For example, a dining table may require less space if the legs are removed and it is stored on its side.

Leverage furniture stacking opportunities, making sure to place protective pads between items.

Use dresser drawers to store small and fragile items.

✓ Beware of hazards



Don't place flammable items in your storage space.

Drain gas out of any gas-powered equipment.

Remove batteries that may corrode over time.

Don't leave anything in your unit (such as unsealed food) that may attract mice or vermin.

If you have power in your unit, unplug cords before leaving your unit.

✓ Safeguard your belongings



Make sure valuable items are stored out of sight and away from the entrance of your unit.

Consider using moisture absorbers to keep your space dry and free of mold. Ask your facility manager if they have other suggestions and recommendations.

Consider placing cardboard or old blankets on the floor under your stored items.

Invest in a quality lock, and of course, always get storage insurance to protect your belongings.