

# Guide to Preparation for Self Storage



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Eagle Eye Self Storage provides a range of supplies for packing and has a Truck and Trailer available to assist when moving possessions into our storage facility. *(Conditions apply on the use of the Truck and Trailer)*

*Note: The list below is a guide and while every care has been taken putting this list together, Eagle Eye Self Storage takes no responsibility in errors or omissions from this list.*

## Appliances and Electrical Goods

- Fridges, freezers and other white goods should be thoroughly dry and clean before storing.
- Secure shut all appliance doors when moving and wedge doors open while in storage. Secure all moving parts.
- Wrap small appliances in bubble wrap for protection.
- Avoid the use of packing tape directly on white goods as this can leave marks that may be permanent.
- Placing charcoal inside the refrigerator and freezer will combat mould. A deodoriser placed inside fridges or freezers is also a good idea to maintain freshness.
- Don't store items inside fridges or freezers as the shelves and linings can easily be marked or damaged.
- Electrical equipment is very delicate and sensitive and should be handled with care. The original boxes are ideal to repack in; however wrapping items individually in bubble wrap, packing them in boxes and sealing the top will offer protection for your electrical items.
- Remember to pack out any gaps in the boxes.
- Pack vinyl records on their edges to prevent them warping.
- Remove batteries from appliances to avoid damage from leaking batteries.

## Clothes

- Wash and dry your clothes before storing as stains in dirty clothes may set over time.
- Use Port-a-Robes to save time and ironing of clothes that ordinarily hang. *(Port-a-Robes may be purchased from Eagle Eye Self Storage Tamworth).*
- Avoid putting clothes in plastic bags as they may be ruined if moisture is trapped inside when the bags are sealed.
- Clothing should be packed in boxes with wooden cedar balls, mothballs, camphor or similar products to protect and maintain their quality.
- Treat leather items with a leather conditioner prior to storing.

## Computer Equipment

- Back-up data and store on a secondary device such as a disc or a separate hard drive.
- Computers, like other electrical items, need special care. The original boxes are ideal for packing; however bubble wrap and good quality packing boxes will do the job.
- Remove any CDs or DVDs from the drives.
- Remember to use packing in the bottom and top of the boxes to provide extra protection for your contents.
- Pack out any gaps in the boxes.
- If you are unsure about the storage of your computer equipment, refer to the manufacturer's manual or consult your retailer, especially if storing for longer than six months.

## Glass, Mirrors and Picture Frames

- Wrap in bubble wrap or picture boxes and package carefully in boxes marked 'Fragile'.
- Store mirrors, glass, picture frames and canvases on their edges in an upright position (not lying flat).
- Ensure that other items are not stored on top of these as this may cause damage.

## Kitchenware and Fragile Items

- Use smaller boxes that are easier to handle and be careful not to overload the box.
- Place a layer of packing inside the bottom and in the top of boxes containing breakables.
- Protect fragile items by wrapping them individually in packing paper or bubble wrap.
- Avoid using newsprint to wrap items in, as this can be messy and may stain some items.
- Pack fragile or glass items at the top of the box.
- Nest cups and bowls to prevent movement within boxes.
- Fill any gaps in boxes with packing such as scrunched paper. This will keep your fragile items well protected and prevent them from moving within the boxes during transit.
- Mark all boxes containing fragile items with a 'Fragile' label and avoid storing heavy items on top of these.
- Wrapping silver in 'Non Acid' tissue paper or plastic bags can help reduce tarnishing.
- Wipe chrome and cast iron items with a small amount of machine oil to help prevent rust.

## Furniture

- Empty contents of wardrobes, draws and cupboards to protect the shelving and structure of these items and make them easier to lift.
- Separate removable shelves and wrap in protective cloths or bubble wrap. Keep shelf fittings in a zip-lock bag and tape to the wrapping on the shelves to prevent losing them.
- Avoid the use of packing tape directly on the furniture as this can leave marks that may be permanent.
- Where possible, remove the legs from items of furniture such as bed bases and tables to avoid damage and save space in the storage unit.
- Remove handles from doors and draws to avoid damage and save space. Place these in a zip-lock bag and secure to the back of the item or place in well marked box to keep safe. If possible, screw knobs or handles so they face into the draw or cabinet as this will also prevent them from getting lost.
- Lock cupboard doors and keep keys in a safe place.
- Vacuum food crumbs from lounges and chairs to prevent attracting vermin.
- Protect your mattress, lounge suite and chairs with specifically designed plastic covers.
- Spray wooden furniture with a good quality furniture spray prior to storing to give added protection.
- Treat leather items with a leather conditioner prior to storing.
- Fragile items should be cushioned by packing and placed towards the top of the storage unit.
- Use protective blankets to cover furniture to prevent it from being scratch or marked
- Avoid placing heavy or sharp objects on top of furniture when storing.

## Paper Goods and Documents

- Ensure files are clearly labelled so that they are easy to find.
- Pack books flat in the boxes to protect their spines.
- Use packing to fill out gaps in boxes.
- Do not pack fragile items in the same box as they may be damaged.
- Use smaller boxes that are easier to handle and be careful not to overload the box.
- Store any documents that may be needed at the front of the storage unit where they are more easily accessed.

## Packing Materials

Eagle Eye Self Storage Tamworth carries a large range of packing supplies to assist with Self Storage and the protection of your goods.

Ask the staff at Eagle Eye Self Storage about our Tamworth delivery service for packing supplies.

Hire packs and trolleys to assist in moving are also available from our office. Ask our staff about availability.