

## PACKING TIPS

### 1. Use Proper Size Box.

Typically, you will need 4 small to medium boxes for every large one. Use the smaller boxes for heavy items like books and dishes. Use the large ones for lighter items like bedding, blankets, and linens. Plastic trash bags are not recommended. They get squished, ripped, and possibly full of mildew from lack of ventilation.

### 2. Don't Overload.

Packed boxes should not weigh more than can be comfortably lifted. Make sure the box does not bulge at the top or sides to keep them stable when stacking.

### 3. Label Boxes.

Use a large black marker to label the contents of every box including the room the contents came from. This is very helpful when unpacking later. Also, clearly mark boxes that should always be handled and stacked with a definitive top (ie. Glassware, dishes, picture frames).

### 4. Use Proper Tape.

Good quality packaging tape is essential. Using a tape dispenser makes the job go faster and easier.

### 5. Hang It Up.

Use hanging wardrobe boxes for your good clothes and drapes. If you hang it up at home, you should hang it up for storage.

### 6. Think Small.

Many stored items can be made smaller. After disassembling an item, place any hardware in a plastic bag and tape it to a larger part.

### 7. Heavy Bottom.

When packing a box, put the heavier items on the bottom to provide a stable base.

### 8. Repurpose Large Appliances.

Use the vacant interior space of large appliances for anything that fits. The doors may need to be wedged open for air circulation. Empty trash containers can be used for landscape tools, hoses, and garden supplies.

## STORAGE TIPS

### **1. Map It.**

Draw up a basic layout of your storage unit, pointing out locations for groups of items. Organizing a storage unit by room is a popular method. Tape the map to the wall of the unit.

### **2. Make An Aisle.**

Place the items along the walls allowing for a clear path down the center of the storage unit. Keep frequently used items at the front of the unit.

### **3. Keep Them Up.**

Keep cloth, wooden, and paper products off concrete slabs with pallets or by stacking them on plastic containers. Concrete will sweat with large temperature fluctuations.

### **4. Stack Them Up.**

Make the best use of your space by stacking to the ceiling. To do this safely, place the heaviest boxes at the bottom of the stack to provide a stable base. Keeping the boxes an inch away from the walls will provide proper air circulation.

### **5. Useful Tools.**

Keep a stepstool in your unit and use it to reach the boxes stored above your head. Screw drivers, a hammer, pliers, and a utility knife can also come in handy.

### **6. Cover It Up.**

Keep Mattresses and Furniture in perfect condition by using covers and pads designed for this purpose.

### **7. Empty It Out.**

Drain the fuel tanks of lawnmowers, weedwackers, and leaf blowers before storing. Don't store filled fuel containers either. These fumes can spread to other items stored in the unit.



## **PACKING & STORAGE TIPS**