

# Moving and Storing Tips

Through the years, we have learned many tricks when moving and storing. Please feel free to share so we can spread the wealth of knowledge!

Do:

- Use pallets, 2x4's, plywood, or anything that will keep your items off of the floor of the unit. Keep items away from the door.
- Utilize all of the space in your unit. You can pack things all the way to the ceiling, use plywood to lay across several boxes to help stabilize layers as you stack up.
- Make a plan as to how you are going to arrange your items to save you the time of having to rearrange your unit. Leave an aisle so you have a walkway to the back of the unit.
- Use free standing shelves to organize your unit.
- When packing boxes fill them without making them too heavy to lift. Always put heavier boxes on the bottom and lighter boxes on top to prevent boxes from being crushed.
- Label all boxes and keep a list for easy reference. This will save you time if you have to look for something in particular. Group similar items together and store frequently used items in the front to avoid having to search for them.
- Plastic totes are great to store your items. They have tight fitting lids, stack easily, and tend to handle additional weight when stacked.
- Use bubble wrap or unprinted paper (not newspaper) when wrapping collectibles or anything breakable, and tape it after you wrap it. This should avoid mistaking them for excess paper to fill the box.
- To protect your items, cover them with moving pads, sheets, or light blankets.
- It is possible to store couches on end. Stack chairs seat to seat. Use the inside of appliances and drawers to store smaller items. When stacking furniture, use paper pads in between the items to avoid scratching.
- Disassemble items such as tables, bed frames, etc. to save space. Wrap and label all pieces for an easier time when you have to reassemble them.
- When you disassemble electronics, such as computers or stereos, place small colored stickers on the cord and the same color sticker where the cord goes. This will save you the hassle of trying to figure out what goes where when it comes time to reassemble your electronics.
- Make sure all appliances are clean and dry before storing them. Leave appliances ajar to prevent mildew.
- Store mattresses and box springs on long edges. Wrap for protection and elevate off the floor.
- Store mirrors and paintings on end, not flat. Pack books flat to protect their spines.
- To prevent rusting, rub a small amount of machine oil on metal tools, bicycles, and equipment. Drain and clean all debris from all equipment before you store them.
- Keep the more valuable items in the rear of unit. This will prevent others from seeing them when you are in your unit.
- Plan for temperature changes: think hot and cold. You may have your belongings in storage longer than you anticipated.

- Put a lock on your unit. Find an all-weather padlock that has a short arm. Make extra keys.
- Purchase insurance. If you're belongings are worth storing, they are worth insuring.
- Be aware of your surroundings when you are in your unit. If you see a potential problem or anything suspicious, alert the manager.

Do NOT:

- Do not use plastic to cover your belongings. It retains moisture.
- Do not store ANY food items. This will prevent any unwanted guests.
- Do not store any toxins or flammables such as paint, oil, or gasoline.
- Do not assume that your homeowners or renters insurance will cover your belongings while in storage. Call them to confirm.
- Do not give out your password, gate code, or any information to anyone that is not listed as having access.