

## How to prepare and store your goods

**Planning your Storage Space – with a little help from the below tips we hope to make moving into your unit an easy process.**

*Remember how long it took you to load your van. You'll have to allow at least the same amount of time when you unload your van to place your good into you Storage Unit.*

- Any long items such as **Mattresses, Beds and Table Tops** should be placed on their edges along walls
- Wrap **Pictures and Mirrors** individually in bubble wrap with paper pads, cardboard or mirror boxes, mark as fragile and never stand them straight up.....never flat. Protect them between softer items such as mattresses or bed-bases.
- Drain **Freezers, Washing Machines and Refrigerators** prior to storage. Moisture and mildew will damage your valuables if your refrigerator or freezer is not clean and dry. Leave the door slightly ajar.
- Use acid free tissue for your **Family Silver & Crockery** and always stack **Plates** upright on their sides, making sure you wrap them individually in tissue. If you find the contents are loose in the box you can use 'void fill' to keep them in place.
- **Breakables and Glassware** should be wrapped separately in tissue or packing paper, box and ensure they are marked "Fragile". They should be packed in sturdy boxes and stack them on there sides to prevent breakages. Empty space should be filled with packing paper. Do not stack any heavy items on top of cartons containing breakables.
- **Electronics**; when you disassemble electronics such as computers and stereos (items that have numerous cables), place small coloured stickers on the cable and the same colour sticker where the cable goes.
- **Stoves**; make sure that stoves and cooking equipment are cleaned before they are stored.
- **Washing Machine**; Stuff towels between the washing machine and the inner tub of the washing machine to keep the tub from rotating.
- **Vacuum Cleaners**; Remove and discard vacuum cleaner bags before storing.
- Never pack **Bedding or Clothes** in plastic bags. By using boxes, the items won't 'sweat'. When storing, you should put a 'moisture absorber' in the box. Clothing should be packed in strong secure cartons with some naphthalene, mothballs or a similar product to protect and maintain their condition. We recommend you avoid storing your belongings in plastic bags because humidity and moisture can gather in plastic and cause damage.
- **Furniture**: Where possible, remove the legs from items of furniture eg. Bed bases, tables etc to avoid damage and save space. Protect your furniture with drop sheets or something similar, such as sheets and doonas. Empty the contents of wardrobes, drawers and cupboards to protect the shelving and structure of these items. Use corrugated card for your chair and table legs.
- Clean all outside tools and equipment before packing.
- Have an 'essentials box' and fill with items such as: Kettle, mugs, tea, coffee, milk sugar, toilet rolls, snacks and soft drink.
- If you are moving yourself, make sure you don't lift to much, if you need to move heavy appliances, it can be a good idea to get appliance rollers or sack truck. Remember to pack your vehicle safely for the journey, do not overload the vehicle and check tyres, oil and water before you leave.

If you need more help with the supplies you need, either pick up a "Packaging Supplies Required" or ask a member of staff.