

# PACKING AND STORAGE TIPS

Follow these easy suggestions to get your best self-storage experience

## TIPS FOR PACKING YOUR BELONGINGS

**1. Stay organized:** Make sure you have packing tape, boxes, packing paper, bubble wrap, mattress bags, drop cloth, labels and markers.

Before putting your items in a box, make a list and assign each item to its respective box. Make labels for each box and attach these labels to all sides of the box as well as the top of the box.

When making your list, write down the estimated replacement value for each, particularly if you want to insure your items. See our list form. If breakables are included, place "fragile" stickers on the box.

Sorting your items to be packed ahead of time is a good way to ensure easy and purposeful unpacking.

**2. Use no more than two sizes of boxes:** This way, stacking boxes will be easier and more organized. Boxes should be sturdy enough that the bottom box can withstand the weight of all the other boxes being stacked on top of it.

**3. Keep your items safe:** As often as possible, put your items in boxes to prevent them from getting dusty. Wrap plates in paper and store them on end instead of stacking.

**4. Try not to waste space:** Fill the entire box but not all with heavy materials making them hard to carry. Fill your boxes completely to avoid their tendency to collapse or tip over. Fill the boxes with heavy items first and then fill it to capacity with lighter items.

**5. Avoid using plastic bags:** Putting items in sealed plastic bags, especially electronics, may seem like a good idea but it can actually invite damaging mildew.

**6. Pack books smart:** When packing books, use smaller book boxes rather than putting them all in one large box. Store the books flat in the boxes rather than standing on end so their spines will not be damaged.

**7. Avoid a watery mess:** Make sure freezers and refrigerators are stored with their doors slightly open. Completely defrost and dry freezers and refrigerators. Drain washing machines completely.

**8. Pad breakables:** Pack breakables in bubble wrap or packing paper. Wrap mirrors and picture frames with bubble wrap.

**9. Use wardrobe boxes:** When packing clothes, we recommend that you use clothes or wardrobe boxes. Hang the clothes to ensure that they retain their shape.

**10. Make use of old towels or sheets:** When wrapping your things, use cloth, not plastic.

**11. Store tools and equipment safely:** When preparing metal tools and equipment for storage, completely drain these of fuel, as appropriate. A rub down with oil will help to prevent rust from forming.

**12. Seal boxes with packing tape:** Sealing your boxes will help ward off dust.

## TIPS FOR ORGANIZING YOUR SELF-STORAGE SPACE

**1. Protect your belongings:** Use a protection plan, contents insurance, renters insurance, or other plan to financially protect your belongings. Utilizing self-storage is renting of space. The self-storage facility is not taking care, custody, or control of your belongings, so it is YOUR responsibility to financially protect your belongings.

**2. Review your rental agreement** to verify what property you are not allowed to store.

**3. Plan ahead:** Make a general plan of how you will place the boxes and furniture inside your storage unit before you get started.

**4. Pallet the floor:** Before putting the boxes in, arrange raised pallets according to your plan. This will help prevent rats, silverfish, and ants from making their homes underneath your boxes. Also thoroughly clean the storage area.

**5. Avoid mildew:** Avoid storing wet items as these may invite mildew, mold and other types of moisture damage.

**6. Use shelves for storage:** If there are shelves available, make use of them! Store smaller items or things you would like to keep handy.

**7. Store smart:** Store mirrors and frames standing on end, never flat.

**8. Maintain accessibility:** Stack boxes so that each box can be easily accessed. Don't store stacks and stacks of boxes together. Make an aisle that will allow you to access boxes without having to move anything out of the way.

**9. Keep important things front and center:** Place the boxes with the items that you'll most frequently need at the front part of a storage unit.

**10. Dismantle furniture to save space:** To store a table, you can remove the legs. Be sure to keep all bolts and screws in a labeled container – and that you actually know how to reassemble piece what you've taken apart.

**11. Save space:** Create more space in your storage box by using the hollow areas of big furniture. You can put a box or two inside a wardrobe. The same goes for refrigerators, washing machines or stoves.

**12. Avoid nasty situations:** Place moisture absorbers, mothballs and rat bait in key areas.

**13. Store mattresses vertically in bags:** This saves space and helps prevent mildew. Make sure the mattress and bag do not touch the concrete floor.

*These are only suggestions and these suggestions do not change or alter the terms of the rental agreement. You are solely responsible for how you pack and store your property.*



OUR MISSION:  
YOUR SATISFACTION.

• **West Gate Security Storage** • 501-623-9898  
3867 Hwy. 7 • Hot Springs Village AR 71709  
[arkansassecuritystorage.com/west-gate-hot-springs-village-ar/](http://arkansassecuritystorage.com/west-gate-hot-springs-village-ar/)

• **Handy Mini Storage** • 870-238-4235  
1306 S. Falls Drive • Wynne AR 72396  
[arkansassecuritystorage.com/handy-mini-wynne-ar/](http://arkansassecuritystorage.com/handy-mini-wynne-ar/)

• **Temperance Hill Security Storage** • 501-525-3535  
170 Temperance Hill Road • Hot Springs AR 71913  
[arkansassecuritystorage.com/handy-mini-wynne-ar/](http://arkansassecuritystorage.com/handy-mini-wynne-ar/)

• **Georgia Street Storage** • 501-534-0159  
624 Georgia Street • Pine Bluff AR 71601  
[arkansassecuritystorage.com/georgia-street-pine-bluff-ar/](http://arkansassecuritystorage.com/georgia-street-pine-bluff-ar/)

# PACKING RECORDS

Keep up with your stored belongings with this convenient form

Box number	Contents / Cost
Date	

Box number	Contents / Cost
Date	

Box number	Contents / Cost
Date	

Box number	Contents / Cost
Date	

Box number	Contents / Cost
Date	

Box number	Contents / Cost
Date	

Box number	Contents / Cost
Date	

Box number	Contents / Cost
Date	

Box number	Contents / Cost
Date	

Box number	Contents / Cost
Date	

Box number	Contents / Cost
Date	



OUR MISSION:  
YOUR SATISFACTION.

• **West Gate Security Storage** • 501-623-9898  
3867 Hwy. 7 • Hot Springs Village AR 71709  
[arkansassecuritystorage.com/west-gate-hot-springs-village-ar/](http://arkansassecuritystorage.com/west-gate-hot-springs-village-ar/)

• **Handy Mini Storage** • 870-238-4235  
1306 S. Falls Drive • Wynne AR 72396  
[arkansassecuritystorage.com/handy-mini-wynne-ar/](http://arkansassecuritystorage.com/handy-mini-wynne-ar/)

• **Temperance Hill Security Storage** • 501-525-3535  
170 Temperance Hill Road • Hot Springs AR 71913  
[arkansassecuritystorage.com/handy-mini-wynne-ar/](http://arkansassecuritystorage.com/handy-mini-wynne-ar/)

• **Georgia Street Storage** • 501-534-0159  
624 Georgia Street • Pine Bluff AR 71601  
[arkansassecuritystorage.com/georgia-street-pine-bluff-ar/](http://arkansassecuritystorage.com/georgia-street-pine-bluff-ar/)