

PACIFIC SELF STORAGE

SELF STORAGE TIPS

1. Plan your storage space. Place those items you may need to access often in the front. Allow for walkways.
2. Make up an inventory of your stored items and keep it in a safe place at home or in a safe deposit box.
3. Place your storage items on 2x4 boards or pallets to guard against dampness.
4. CAUTION: Do not store anything TOO CLOSE TO SLIDING DOORS AS RAIN CAN BLOW UNDER DOORS wetting stored items. (Suggest using pallets or at least 2x4's for anything near the opening.)
5. Use uniform boxes for easy stacking. Be sure your boxes are strong enough to hold at least 25 lbs. to 30 lbs. (It is best not to put too much weight in each box).
6. List contents of boxes on all four sides; number the boxes, seal with tape.
7. Stack lighter boxes on top of heavier boxes.
8. Dishes and glasses should be wrapped in paper and packed in sturdy boxes. Stack them on top.
9. Pictures and mirrors should be wrapped in cardboard, marked "Fragile" and stocked on end.
10. Furniture with drawers can be utilized as storage places for pictures, knick-knacks, china, silverware, small items, etc. Wrap them in tablecloths, towels, or blankets to prevent breakage.
11. Large appliances make excellent "packing cases" for blankets, towels, tablecloths, and clothes.
12. Shovels, hoes, rakes, and hoses can be stored together in empty trashcans. Stack extra cans inside one another.
13. Tables having removable legs should be "broken down" to save space.
14. Sofas and love seats can be stored on end to save floor space. Always place protective cover under items on the concrete. Cushions should be wrapped in plastic and placed on top.
15. Cover stuffed furniture with cardboard or blanket to protect against dust.
16. If you stand mattresses on their side, "prop" them up so they stand up straight. They may tend to bend out of shape and become lumpy.

17. Wipe the surface of bicycles, tools, and other metal items with a slightly oily rag to prevent rusting.
18. Store records on edge. They are quiet heavy, so be sure you don't pack too many in one box.
19. Save holiday decoration cartons which contain delicate ornaments. Pad the ornaments with packing paper and newspaper.
20. **PACK EVERYTHING IN BOXES.** That is the best protection for your goods. Use uniform sizes of boxes and stack them shoulder high to maximize your storage space.
21. Pack stereos, cameras, and high value items in unmarked boxes towards the rear of the storage space.
22. Prepare your storage space by placing a plastic sheet or pallet on the floor underneath your goods.
23. Leave an air space around your unit's perimeter to aid in the ventilation.
24. Place frequently used items near the door and leave a walkway to the rear of the space.
25. Rent the smallest amount of space you need and pack the space full.
26. Do not place heavy or sharp objects on top of upholstered furniture.
27. Use a good quality lock on your door. Cheap locks rust and do not provide good security.
28. **INSURE YOUR GOODS AGAINST BURGLARY, VANDALISM, FIRE, WINDSTORM, ROOF LEAKS.** All these can happen at your homes or apartments, it can also happen here. Insure your belongings. Ask the manager about self-storage insurance. Our insurance does not cover your stores contents.