

General Storage Tips Include:

- Use uniform size boxes and stack them shoulder-high to maximize your total storage space.
- Leave an airspace around the unit's perimeter to aid in ventilation.
- Place frequently used items near the door and leave a walkway to the rear of the space.
- Cover all of your stored possessions with a light plastic sheet. In humid areas, allow for ventilation.
- Make a complete list of all goods stored, including brand names, product features and serial numbers. Keep the list in a safe place away from the storage space.
- To prove ownership, keep proof of purchase documentation like receipts, owner's manuals or warranties. Also, make a photo or videotaped record of your stored goods. Keep this material in a safe place away from the storage space.

More Storage Tips

Appliances: A refrigerator or freezer should be thoroughly dry and stored with its doors slightly ajar. Other items can be stored inside large appliances. Cartons can be stacked on top of stoves, refrigerators and freezers. Make sure that the stove and baking equipment are cleaned before they are packed. Empty large appliance cartons are excellent for packing bedding, towels and clothing.

Bicycles and Other Metal Items: To prevent rust, wipe all metal surfaces with a rag containing a few drops of machine oil.

Books and Documents: Pack books flat to protect their spines. Do not place boxes directly on the floor. Use pallets or skids to prevent moisture. Use packing paper to fill out empty pockets in the cartons. Do not pack fragile items in the same carton with books. Do not overload. Books are heavy in bunches, so pack in smaller cartons for easy lifting. Line all book cartons with plastic (garbage bags make good liners).

Bedding, Clothing, Curtains, Drapes and Linens: Clothing, curtains and drapes should be stored on hangers. If hanging facilities are not available, such items should be carefully folded and stored in dresser drawers or cedar chests along with bedding and linens. Wardrobe-safe cardboard cartons are also available to protect your clothing. Food crumbs or stains should be removed before storage. Avoid storing anything that will attract rodents.

Dishes and Glassware: Place a layer of packing inside both the bottoms and tops of cartons containing glassware. Label all cartons containing glass. All glass items should be individually wrapped. Nest cups and bowls, and stand plates, saucers and platters on edge. Wrapped glasses should be placed toward the top of the carton with padding above them. Fill all pockets with newspaper. Do not place heavy items atop boxes containing glassware.

Furniture: Place a pallet, cardboard mat or plastic sheet on the floor and stand sofas and mattresses on end. Disassemble beds and tables and wrap table legs in paper. If a table will not disassemble, place padding on the floor and place the table on its top with the legs pointing up. Use dresser tops for stacking cartons and dresser drawers for linens or small, delicate items. Keep upholstery off the floor. Most lightweight chairs should be stacked seat-to-seat or placed upside-down on tables, which cannot be disassembled. Place a light dust cover over your furniture.

Holiday Decorations: Save the cartons, which contained delicate ornaments and pad the ornaments with packing paper or newsprint. Wrap strings of lights around a piece of cardboard before placing in a carton lined with packing paper.

Lamps: Wrap large lamp bases in padding. Wrap smaller lamps and place them in cartons. Pack delicate lampshades separately. Do not use newsprint to wrap lampshades or any other goods that may be damaged by ink stains. Do not store heavy items atop cartons containing lamps or lampshades.

Mirrors, Windows and Screens: These items should be stored on edge, not flat. Crate them in a mirror pack if possible, or package them individually with strong cardboard. Mark them so they won't accidentally be bumped.

Small Expensive Items: Small expensive items such as stereos, TVs, etc. should be stored in the back of the unit in unmarked boxes with large pieces of furniture in front of them.

Tools: Metal tools should be cleaned and wiped with a rag containing a few drops of machine oil to prevent rusting. Long-handled tools such as rakes, shovels and hoes should be clean, lightly oiled, and tied in bundles.