

## CHARLEVOIX COMMERCIAL CENTER

### TIPS ON PREPARING ITEMS FOR STORAGE

1. Make an **inventory list** of items put into storage. Over time it's easy to forget what you have in storage.
2. Make sure items are **clean & dry** going into storage.
3. To save on **packing materials** use your own towels and blankets.
4. Best to use well sealed **Clear Plastic Bins** to store items. This makes it easy to find stored items.
5. If using **cardboard boxes**, make sure they are strong enough. Also label the outside of the box with its contents.
6. **Storing Furniture.** Make sure furniture is clean and dry. Apply protective spray or wax on wood items. Apply leather conditioner to leather items. Let leather conditioner dry for at least 48 hours before packing. Protect furniture by covering with white cotton sheets, blankets or moving pads. Do not wrap furniture in direct contact with plastic wrap. The plastic can trap moisture and heat causing wood or leather to warp or mold. Make use of drawers inside furniture to store items.
7. **Storing Sweaters and Clothing.** Best if packed within wardrobe boxes or zipped inside a hanging garment bags.
8. **Mattresses** should be placed inside a special mattress storage bag or old but clean mattress covers. Box springs and mattresses should be stored flat to prevent damage. Most mattresses are not sturdy enough to withstand their own weight when stood on edge.
9. **Large items** such as bed frames and dining tables should be disassembled. This will save space and better protect these items. Store hardware from the disassembled items in plastic bags. Put the bags of hardware inside the item or tape it to the item it belongs to. Best to place large items along the walls of the storage unit.
10. **Large Appliances** such as refrigerators, washers, or dishwashers should be stored clean and dry. Leave refrigerator & freezer drawers doors slightly open to prevent mildew and moisture from building up. For other appliances the drawers should remain closed. Store any removed hoses or attachments inside the appliance. Tie off and secure any attached electrical cables and hoses.
11. **Glassware items** such as glasses & dishes should be wrapped individually with packing paper or bubble wrap. When packing use a lot of cushioning material at the bottom of the box. Do not place heavy items on top of the glassware containers. Try to stack the fragile items at the top of the storage unit.
12. **Mirrors** should be stored in crates or cardboard boxes to protect them. Small mirrors can be wrapped in cardboard. Store mirrors upright and away from heavy objects.
13. **Lamp shades** should be wrapped with packing paper and placed inside one another if possible.
14. **Photo Frames** can be stored in their original box or a similar sized box.
15. **Books** need to be clean and dry. Wrap leather books with paper so they don't stick to one another. Place books in small sturdy boxes.
16. **Gas powered equipment** such as lawn mowers, snow blowers should have their fuel lines and tanks drained of gasoline prior to storage.

17. **Cover Cement Floor** of storage unit with plastic sheet to help keep moisture away from your belongings. Wooden pallets or shelving can be used to keep items off the ground. This will help will air circulation around boxes and furniture.
18. **Store LCD and plasma TV's** in an upright position. Internal components may be damaged if stored flat or tilted.
19. Store items you may need soon or frequently near the front of your storage unit.

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