

## What To Look For In a Storage Facility

The factors you should consider in choosing a storage facility are similar to those you consider when choosing a place to live. Often some “trade offs” are necessary to achieve a comfortable solution to your storage situation.

**The First Consideration is Convenience:** Is the facility close to your home, work or “play”, or at least where they will be? Do the hours of access reflect your needs? Is it easy to move your belongings in and out of the assigned storage space?

**The Second Principal Concern Is Security:** Does the location seem to be a relatively safe neighbourhood? Is there adequate fencing and lighting? Is access controlled, either electronically or manually? Are other measures taken, i.e.: cameras, alarms, guards or dogs?

**Another concern should be the overall image.** The facility should be clean and well maintained. Site personnel should be able to address each of your concerns in a helpful manner, while providing advice on the appropriate space for your needs.



# We offer YOU all of These Standard Features

### VALUE

Competitive Rates • Month-To-Month Rental

### SELECTION

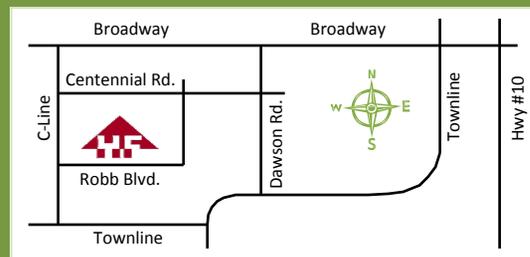
Wide Range of Sizes (From 5' x 10' up to 10' x 30')  
Climate Controlled & Heated Spaces • Non-Heated Spaces  
Garage Style Spaces • Secured Document & File Storage

### SAFEGUARDS

Professional Resident Managers  
Electronic Gate Access • Concrete & Steel Construction  
Well Fenced & Lighted Grounds

### CONVENIENCE

Easy Access Location • W-i-d-e Lanes for Trucks  
Invoicing Available • Locks & Packing Supplies for Sale



We accept:



# A Consumer's guide to Self-Service Storage



What to look for in a storage facility

When/how to prepare your goods

How to store your goods for easy access



## How To Prepare Your Goods



The key to a successful storage experience is proper packing and preparation of your goods. Books or videos on moving and storage are often available at a library or storage facility. Ensure that your possessions are clean and dry before packing.

**Appliances:** Freezers and refrigerators should be defrosted, cleaned and dry before being put into storage. These appliances should be stored in their normal operating position with the door held slightly open. Stoves and other cooking equipment should be thoroughly cleaned before storing.

**Other Large Items:** Where possible disassemble beds and tables and wrap the smaller pieces in paper or cardboard. Protect each item from the item next to it with bubble padding or cardboard.

**Dishes, Ceramics and Other Glassware:** All fragile items should be individually wrapped. Cups and bowls may be “nested”. Cushion packing should be used at both the bottom and top of the carton, as well as any empty pockets within the carton. Mark every carton well and avoid stacking with heavier items on top of them.



**Flat Glass, Mirrors and Windows:** These items should be wrapped in corrugated cardboard and stored on edge. Label each item.

**Metal Tools and Bicycles:** Ensure all metal items are clean. Unfinished or exposed metal should be protected against rusting. Wiping with rag or paper towel and a few drops of light machine oil is often sufficient protection. Long handle garden tools should be tied in bundles.

**Books and Paper Goods:** Use small boxes to avoid overloading. Place books flat to prevent damage to the spines. Do not pack fragile items in the same carton. Use packing to fill the empty spaces to prevent shifting and minimizing crushing.



**Electronic Equipment:** Where possible use the original packaging. Loose parts or accessories should be removed or secured to prevent damage. The screens of TV's or computer monitors should have a piece of strong cardboard taped over them. Cords and related items should be removed where possible or fastened in coils to the equipment. Records should be stored straight, on edge to prevent warping.

**Lamps:** Pack lamps and shades separately in cartons. Use only ink free paper or packing around the shades. Shades may be “nested” in a carton except for more delicate ones which should be packed separately. Lamps and shades should not have heavier items stacked on top of them.

**Holiday Decorations:** Where possible use the original packaging. Delicate items should be treated as glassware, wrapping separately and padding well. Place packaging in the bottom and top of the carton as well as in empty spaces. Strings of lights can be wrapped around a piece of cardboard before packing carefully in cartons.

## Other Storage Tips

Whenever possible pack your goods loosely to allow air to circulate.



Upholstered furniture, leather and fabric goods, carpeting, cardboard boxes, and books should never be placed in direct contact with concrete floors or walls. Place pallets or skids under these items; for additional protection you may wish to cover the pallet with a sheet of plastic or cardboard before placing your belongings on it.

Curtains and drapes are best stored on hangers; if necessary fold carefully and store in dresser drawers or with linens and bedding. Cardboard wardrobe boxes are available to help protect hanging items.

Never store anything which attracts insects or rodents. Upholstered furniture and food storage containers should be carefully inspected for food stains or crumbs.

If security is a concern put large or less desirable items near the front because thieves are usually looking for things like musical instruments, tools or electronic equipment they can carry and sell easily. Do not tell strangers where your goods are or describe them in detail.

If you are selling some of your belongings it may be wise to rent a second unit or use photographs to show prospective buyers.

Record the make, model and serial numbers of your appliances, tools and equipment. Insurance is available at most facilities although your own insurance may cover your goods while in storage. Ensure that you understand the limits, deductibles and other conditions and terms of any insurance coverage.

Maximize the whole storage unit. Light weight chairs can be stacked in pairs seat or upside down on dressers or tables. Replace dresser drawers and use them for linens and bedding or delicate things. Place boxes containing very light things like lamp shades on top of other items. Place lighter non-absorbent items inside the refrigerator and freezer. Use shelving or racking inside the unit to place small boxes and other items on.

Couches can often be stored on end to allow more efficient use of your storage space. Ensure that the upholstery is protected and properly ventilated.

If you expect to need some of your possessions put frequently used, or seasonal items near the door.

Never leave your preparation to the last minute. It can take a trained team of ‘packers’ several days to pack the typical two storey home.

**SIZE CHART:** This handy guide will assist you in making an appropriate selection. It is a guide only and you should consider how accessible you wish to make your belongings and whether you will be storing everything.

FLOOR AREA	APPROXIMATE USAGE
5 x 10	2 rooms (studio apartment)
10 x 10	2 bedroom apt., no appliances
10 x 15	2 - 3 bedroom apartment
10 x 20	small house, no appliances
10 x 25	3 bedroom house
10 x 30	4 bedroom house