

# PLEASE READ

## A Few Storage Tips From Penn Hills Self-Storage

### **TO HELP PROTECT YOUR GOODS:**

**Pallets, Pallets, Pallets** - put plastic or pallets on the floor of your unit. Keeping your items off the floor is almost essential to keeping your items clean and to protect them in case something leaks.

Put all of the items you can in boxes rather than loose in the unit - everything that is left unboxed in a self-storage facility will get dusty and potentially dirty. Use only a couple of uniform sizes of boxes when possible. This makes for better organization and a neater space. Seal all boxes with packing tape - this will help keep dust out of the contents.

Humidity can cause furniture to warp and appliances to mildew. Leave a space between your items and the unit wall to allow for air circulation. To guard against condensation damage use fabric rather than plastic to cover large items.

This storage unit is not climate-controlled, do not store items that can be damaged by melting or freezing.

Place the most valuable items in the back of the unit, as well as the items you'll be less likely to need first.

Wardrobe boxes, mattress bags, covers, and sheeting protect your investment in your clothing and upholstered products. Stand mattresses and sofas on end with pallets or plastic under them.

Do not store items in plastic bags or use plastic to cover items, as humidity can cause mildew. You should, however, use plastic bags to store items that might leak.

Do not store wet items in a self-storage facility as they can cause water damage, mold and mildew.

Photographs will suffer temperature damage, you might want to keep them out of storage to avoid losing them.

Avoid storing food items in boxes or other containers that rodents or insects can get into.

Wood furniture is best stored in a climate-controlled storage room. Spray your wood furniture with a good quality furniture spray before storing, to give it some added protection. Treat leather items with a leather conditioner before you store them.

If you stack furniture, be sure to place some type of padding between items to avoid scratches. Disassemble any items you can for more efficient use of space and easier moving. Store screws and bolts in zip-lock bags and tape them to the item.

If possible, use the original boxes to store electronic equipment.

Leave aisles or walk spaces between rows of stacked boxes for easy access.

Pack heavy items into smaller boxes so they won't be as difficult to move.

Wrap framed art and mirrors in bubble wrap and stand them on end on a pallet.

Purchase boxes with dividers to store glassware and china, and put packing material on the bottom and top of the boxes. Wrap each item individually with paper or foam. Place these fragile boxes on top of other boxes or on a shelf.

Wedge open the doors of appliances to prevent mildew. Appliances should be clean and dry.

Use oil or rust protector on metal items to prevent them from rusting.

Never store fuel or any flammable substance. Drain fuel from lawn equipment before storing.

Label the contents of your containers. You can use different colors of labels for particular rooms or to identify the belongings of different people.

Keep an inventory of the items you store. If you are looking for something, you won't have to wonder whether or not it is in your storage unit.

Purchase tenant insurance. It is worth the small price for added peace of mind.