

Home Town Storage is your self storage company! We value your belongings just as you would and treat you like a part of the family! Please review the information below for a things to consider when storing, moving etc.

For Storage:

Boxes, tape, bubble wrap and make sure you mark the contents!

2 wheel cart to ease the moving of boxes. (check with us to get a loaner!)

For Moving:

Notify utilities (Gas, Electric, Cable, Phone)

Notify the postal service

Notify magazines, newspapers and any other regular delivery (like milk)

Make sure that all your financial companies are aware of your move.

Home Town Storage has a complete selection of boxes and supplies to make everything run smoothly for your storage needs, or for that move to your new place!

Small Business and Large Business

Archive storage (eg: medical, business back ups, tax or pay records)

Warehousing

Retailers storing seasonal stock

College Bound

Storing sports and recreational gear

Storing cars and motorbikes

Protecting valuables while on vacations
Storing personal items while at college
Excess clutter from home/school dorm

Retirees - Vacationers
Protecting valuables while going on holidays
Between homes
While building a new home
Storing Boats and Recreational Vehicles

Families
Between homes.

Protecting valuables while on vacations.

Cleaning out that garage!
Storing Boats and Recreational Vehicles.

Things to do before storing:

Make a list of all the packing supplies you will need. Such as boxes, tape, bubble wrap, marking pens, damp rid, rope, and pallets.

Visit the facility that you want to store your items. Take a list of what you are going to be storing so that the manager can help you determine the correct size for your needs.

Schedule your mover 30-45 days in advance.

Be sure to read the lease before signing it. Make sure you are aware of company policies on moving out, paying the rent and other important information.

If you are using a moving company, find out what size truck they will be using. This is valuable in determining if your unit will be accessible to that truck. Most moving companies charge more the farther they have to carry your things.

Do:

Use pallets, 2 x 4's, plywood, any thing that will keep your items off the floor of the unit.

Utilize all the space in your unit. Make a plan as to how you are going to arrange your items. A good plan will save you the time of having to rearrange your unit. Leave an aisle in the center of your unit so that you have a walk way to the back of the unit.

Use freestanding shelves to help organize your unit.

Label the boxes on all six sides and keep a list for easy reference. This will save you time if you have to look for something in particular. When packing boxes fill them without making them too heavy to lift. Always put the heavier boxes on the bottom and the lighter ones on top of the heavier ones. This will prevent boxes from being crushed. Keep boxes off the floor.

Be sure to store frequently used items at the front of the unit to avoid having to search for them.

To protect your items cover them with moving pads, sheets, or light blankets.

Be sure to check your unit once a month.

Disassemble items such as tables, bed frames, etc. (This will save space.) Wrap and label all pieces for an easier time when you have to reassemble them. Put all hard ware in bags and mark the bags accordingly.

When you disassemble electronics, such as computers, stereos, things that have numerous cords, place small colored stickers on the cord and the same color sticker where the cord goes. This will save you the hassle of trying to figure out what goes where when it comes time to reassemble your electronics. If possible, use the original boxes to store your electronics and other items.

Make sure that all appliances are clean and dry before storing them. Leave appliances slightly ajar to prevent mildew.

If it is possible store couches on end. Stack chairs seat to seat. Use the inside of appliances and drawers to store smaller items. When stacking furniture use paper pads in between the items to avoid scratching.

Store mirrors and paintings on end, not flat.

To prevent rusting rub a small amount of machine oil on metal tools, bicycles, and equipment. Drain and clean all debris from all equipment before you store them.

When wrapping collectibles or anything breakable, tape it after you wrap it. This should avoid mistaking them for excess paper to fill the box. Use bubble wrap or unprinted paper to wrap breakables. Group similar items together and mark the boxes accordingly.

Clothing and draperies should be stored in wardrobe boxes, on hangers, to retain their original shapes.

Purchase the insurance. If your belongings are worth storing, they are worth insuring.

Rubbermaid containers are great to store your items. They have tight fitting lids and stack easily. Keep the more valuable items in the rear of the unit. This will prevent others from seeing them when you are in your unit.

Keep out of season clothes accessible, you may have your belongings in storage longer than anticipated.

Be aware of your surroundings when you are in your unit. If you see a potential problem or anything suspicious alert the manager.

Don't:

Do not use plastic to cover your belongings. It retains moisture.

Do not store any food items. This will prevent any unwanted guests.

Do not pack your boxes so that they are too heavy to carry them. Especially when you are packing books.

Do not assume that your homeowners or renters insurance will cover your belongings while in storage. Purchase the insurance.

Do not give out your password, gate code or any information to any one that is not listed as having "Access".

Do not use printed newspaper. The ink may smudge and get on your items.

Do not forget to clean appliances before you store them.

Do not store any toxins or flammables. Such as paint, oil, or gasoline.

APPLIANCES

Fridges, freezers, and other large appliances should be thoroughly CLEANED and DRY before storing. While in storage, doors should be secured slightly ajar. Placing a deodoriser inside fridges or freezers is also a good idea to maintain freshness. Don't place items inside fridges or freezers as the shelves and linings can easily be marked or damaged.

VEHICLES

Please empty most gasoline out of the vehicle to reduce the risk of fire. Unhook the battery cables to insure that no draw is draining the battery. Please give the storage consultant the VIN number and proof of insurance. Place a drip pan underneath all vehicles in case of leaks.

FURNITURE

Empty the contents of wardrobes, drawers, and cupboards to protect their shelving and structure. Clothing and personal items should be packed in strong, secure cartons with some cedar, mothballs, or similar product to protect them and maintain their condition. Where possible, remove the legs from items of furniture, e.g. bed frames, tables etc. to avoid damage and save space. Vacuum food crumbs from couches, chairs and other items to prevent attracting small animals.

DISHES AND GLASSWARE

Place a layer of packing (e.g. scrunched paper or linen) inside the bottom and top of cartons containing breakables. Protect fragile items by wrapping them individually in packing paper (newsprint can be very messy and can possibly stain). Nest cups and bowls, stand plates, sauce platters, casserole dishes, etc. on their edges. Fill any gaps in the cartons with packing. This will keep your fragile items well protected and prevent them from moving around in the cartons while in transporting them. Label all cartons containing fragile items and avoid storing heavy items on top of these cartons.

MIRRORS, WINDOWS, SCREENS, AND PAINTINGS

These items should be protected by packing material (e.g. bubble-wrap) or stored upright in a flat-pack carton (not lying flat).

METAL ITEMS

Wrapping silver in NON-ACID tissue paper or plastic bags can help reduce tarnishing. Wiping chrome or cast iron with a little machine oil will help to retard rust.

ELECTRICAL ITEMS

Your electrical equipment is very delicate and sensitive, and should be handled with care. The original boxes are ideal to repack in. However, wrapping items individually in bubble-wrap, packing them in cartons, and sealing the top will offer good protection for your electrical items. Remember to pack out any gaps in the cartons. Pack vinyl records on their edges to prevent warping.

COMPUTERS

Computers, like your other electrical items, need special care. The original boxes are highly recommended for packing. However, bubble-wrap and high-quality packing cartons will do the job. Remember to use some packing or linen in the bottom and top of cartons. This provides extra protection to the contents. Pack out any gaps. Modern computers have "self-parking heads". If you are unsure about your computer, refer to the manufacturer's manual, or consult your retailer, especially if storing for longer than six months.

BATTERY OPERATED APPLIANCES AND TOYS

We recommend that you remove the batteries to avoid damage, as batteries can leak.

MOWERS AND OTHER GAS POWERED TOOLS

Drain fuel and oil from all machinery. This reduces risk of leakage, spillage, and damage to other items in your space. Gasoline and oil left in can cause unneeded repairs and are also a fire hazard.

PLANNING YOUR STORAGE SPACE

As a general rule, place large, heavy items that you can stack upon at the rear of the space. Then work forwards and upwards with lighter, fragile items. Place those items that you may need to access often in the front of the space. Depending on the items you have stored, you may need to allow for walkways. Packing in professional storage cartons will make the storing and unpacking easier and safer, saving you time and worry. Professional packing and storage accessories will provide your items with the preparation they need for storage and maintain their condition for the term of storage.