



# Storage Tips

## In General

- Stay Organized by using waterproof labels on the outside of all storage containers and boxes
- When stacking boxes or storage containers remember to put the heaviest items at the bottom
- Put the items you will need most often near the front of your storage unit
- Scan documents into digital backup files that you can store in a separate location
- When possible use airtight packaging to prevent mold, mildew, or water damage
- Opt for sturdier storage tins or tubs instead of moving boxes when possible
- Make digital copies of important documents and photos
- Clean your belongings before you store them
- Remember to take extra care with fragile items, use bubble wrap, or sturdier containers and be sure to label with "FRAGILE"

## Documents, Books, Magazines, and Photos

- Store documents in expandable file folders or binders to keep everything organized
- Scan documents into digital backup files that you can store in a separate location
- Use airtight packaging to prevent mold, mildew, or water damage
- Do NOT use newspaper to wrap or cushion your documents, as the print can transfer to paper
- Consider keeping documents in a locked file cabinet or a safe that's fireproof and waterproof
- Use waterproof labels on document storage containers to make finding them easier
- Raise document storage containers off the ground with pallets in your storage unit
- Move items you need to access more frequently toward the front of your storage unit
- Seal antique or valuable books and magazines in airtight plastic bags
- Opt for sturdier storage tubs or bins instead of moving boxes Use plastic, wood, or cardboard dividers between magazines
- Alternate book and magazine spines to maximize space inside storage containers
- Do NOT use newspaper to wrap or cushion your books or magazines, as the print can transfer Add labels to the outside of storage containers to make finding print materials easier
- Raise all storage containers off the ground with pallets in your storage unit
- Always store heavier storage containers on the bottom and lightest on the top



# Electronics & Appliances

- Make sure to remove all CD's , disks, tapes etc from electronic equipment
- Create backup files of all digital data before moving electronic items to storage
- Clean all screens before moving devices to storage to prevent buildup and damage
- Remove all cords and cables from electronic devices to store separately
- If possible, store electronics in their original boxes and packing
- Cover electronic equipment with a cotton sheet or canvas cover to prevent dust buildup
- Use cardboard, bubble wrap, foam, and tape to protect screens and glass
- Do NOT wrap electronic devices in plastic, as this traps moisture and fosters mold and mildew
- Do NOT lean heavy objects against electronic devices, as this can damage the components
- Raise all storage containers with electronics off the ground with pallets in your storage unit
- Remember that electronic equipment cannot be plugged in while in self storage

# Art

- Minimize contact. The first step to conserving oil paintings and other artwork during transportation or storage is to minimize human contact.
- Cover the paintings – Always use a clean piece of cloth to entirely cover your artwork. This will keep away dust and dirt from collecting on the surface.
- Wrap in plastic
- Seal with styrofoam
- Put in a small box.
- Pack with dense packing material.

# Clothing

- Clean clothes before storing
- Use plastic storage containers, avoid cardboard
- Place the boxes or containers in a cool place that's off the floor and away from damp, sunlight and any type of heat.
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- Special items, like wedding dresses, should be wrapped in acid-free tissue paper to help prevent creasing and provide more protection.
- Avoid Mothballs. A better alternative is the natural wooden cedar balls. These will protect your clothing from moths, mildew and musty odors.



## Furniture

- Clean everything thoroughly.
- Take everything apart.
- Wrap furniture for long-term storage.
- Protect glass items.
- Raise furniture off the floor.
- Don't leave food behind.
- Don't cram too much inside.

## Boats, RVs, Trailers

- Be sure to fully inflate tires on trailers before storage
- Before putting your boat or RV into storage, read the owner's manual to see what winterization tasks are required. There are many preventative maintenance tasks to perform on the engine and interior to prepare for long-term storage.
- Coverings help increase protection from the elements and small animals
- Remove perishable goods from your RV before storage
- It's always a good idea to clean your boat, RV, or trailer before storing.