

Hints and Tips - Safe Storage

Books and Documents

Sort into relevant categories and pack flat into archive boxes or book cartons. Be sure not to over fill the cartons or they will be too heavy to lift and stack.

Furniture

Use plastic wrap or moving blankets to wrap around and underneath your furniture. Stack chairs seat to seat with cloth or paper in between. To protect your furniture use a cover or moving blankets and either wrap any soft furnishings and cushions in plastic or place in cartons. Mattresses should be covered and stood on end to maximise space.

Fragile Items, Glassware and Crockery

Wrap all fragile items and glassware separately in tissue or packing paper, or slide over glass socks and wrap for extra protection. Place extra packing in the bottom, top and in any spare space within the carton for added protection. Mark the carton "Fragile" or use "Fragile" packing tape.

Wrap plates, saucers and bowls in packing paper and place on their sides in cartons to prevent breakages. Poly foam may also be used between crockery items. Ensure these cartons are not stacked under any heavy items.

Artwork and mirrors should be wrapped in packing paper and corrugated cardboard and stored in a picture carton away from any heavy or awkward items.

Electronic Equipment

Ensure all equipment is clean and dry before storing. Sensitive electronic equipment is best stored in its original packaging or other suitable carton. If storing kitchen appliances or whitegoods, be sure they are thoroughly clean, dry and defrosted to prevent moisture or mildew damaging your valuables. Store with doors slightly ajar.

Clothing, Apparel and Linens

Store clothing in Port-A-Robe cartons to keep clothes dust and wrinkle free, and use naphthalene or mothballs to protect clothing for long term storage. Use vacuum bags for the most efficient use of space when storing soft furnishings or linens, then place into clearly marked cartons. Moving bags are also ideal for storing linens and soft furnishings.

Metal Items

Wipe items with a few drops of oil before storing to prevent rust. Keep these items secure and away from other items that may be damaged by rust.

Do not store anything combustible, perishable or harmful (including petrol, paint and paint thinner, gasoline, solvents, living things, plants or food that spoils. Ensure mowers, whipper snippers and equipment are emptied of petrol or other fuel, and that BBQ surfaces are clean and gas bottles empty.

