

## Storage Advice

This guide is set out to assist you in planning ahead, and hopefully therefore taking most of the stress and strain out of moving.

Many of our customers move their goods themselves however we can also arrange to have your good moved by putting you in touch with one of our number of movers who have given excellent service to other customers of ours.

### BEFORE THE MOVE

Visit [Youcanstore.com](http://Youcanstore.com) to look at the different sizes of room available, and to reserve a unit of the right size to suit your needs. Our staff can also provide further help and advice with the move, and if required you can purchase any packing material and boxes from our shop.

**FIX THE DATE** for the move as far ahead as possible, Removal and Van Hire Companies are usually very busy on Fridays, Saturdays and towards the month end.

**SWITCHING OFF** Make sure you contact the Gas, Electricity, Telephone and Water Companies so they know you are moving. Don't forget to let everyone else know too, including the Post Office - so mail can be forwarded.

**INSURANCE** You must ensure your goods are insured whilst in store. [Youcanstore.com](http://Youcanstore.com) offers competitively priced insurance, or you can make your own arrangements. The amount of insurance you need depends on the value of your goods.

**ESTIMATE** The volume of your goods for removal and storage. You can use our online [Space Estimator](#) and [Space Calculator](#) to help you. Do not forget what is in the loft or in the shed or garage. Make sure everything will fit into the van.

### PACKING UP

You can greatly reduce the cost by packing all small items and disassembling large ones so the movers don't have to do this work themselves, which is often time-consuming and hence, costly. Pack carefully to avoid damage.

Try to use proper storage boxes. These can be purchased at reception for competitive prices. Proper boxes protect your goods and stack four, six or eight high. Supermarket boxes may seem useful but are often a false economy because they are not very strong and of widely differing size, making stacking difficult.

**FURNITURE** - Disassemble beds, tables and wrap table legs in paper. Pack things into drawers. Label the parts if necessary, and ensure all loose parts

(screws etc) are put in a small plastic bag and taped to one of the components on a non-visible area to avoid damage. Use blankets, pads or bubblewrap to separate and protect where necessary.

**SMALL ITEMS** - Should be packed in boxes for protection, enabling them to be stacked and thus making the best use of your storage space. Plastic bags are of little use since they cannot easily be stacked and are very prone to damage. Fill boxes to capacity, partially full or bulging containers may tip or collapse. Do not pack too many heavy items in a box - remember someone has to carry it! Using the standard boxes for all those loose items will make stacking in your storage room much easier. Always clearly label boxes as to the contents, and from which room the contents came. Take home a list of the labelled boxes for easy reference when you need to locate goods.

**CHINA AND GLASS** should be wrapped piece by piece in paper or bubblewrap. Place a layer of packing inside the bottom and at the top of boxes containing glassware. Stand plates, saucers and platters on edge and nest cups and bowls. Place lighter items like cups and glassware near the top of the box. Fill all pockets with packing. Ensure that all boxes are clearly labelled "Fragile" and do not stack heavy items on top of them.

**LAMPS** Wrap lamp bases in padding. Wrap and place shades in separate boxes. Do not wrap in newspaper as the ink may mark the shades.

**BEDDING, CLOTHING AND LINEN** Ensure all items are clean: any residue of dirt or food could cause mould. Items should be carefully folded and stored in drawers, suitcases or boxes. Some items will need to be stored hanging to prevent creasing .

**BOOKS AND MAGAZINES** are heavy, so use smaller packing boxes to ensure that boxes do not weigh too much. Books should be packed flat to protect their spines and alternate the position of the spines to keep the stack level. Do not pack fragile items in the same box with books.

**PICTURES, MIRRORS AND PAINTINGS** should be wrapped for protection and stored on their edge not flat.

**ELECTRICAL AND ELECTRONIC ITEMS** should be put in their original packing where possible. If not available your local retailer may have some redundant boxes and polystyrene spare. Alternatively items should be carefully wrapped in bubblewrap.

**APPLIANCES** Defrost the Refrigerator/Freezer, empty all water and allow them to dry. They must be stored with the doors wedged slightly ajar. Washing machines should be carefully emptied of any remaining water. Empty your vacuum cleaner.

**COOKERS** can be disconnected by the householder, but always get professional advice if you have the slightest concern. All cookers should be thoroughly cleaned. Loose parts should be boxed and labelled.

**BICYCLES, GARDEN TOOLS AND OTHER METAL ITEMS** To preserve metal, wipe all surfaces with a rag containing a few drops of machine oil.

Long-handled tools such as rakes and shovels should be cleaned and tied in bundles.

**IF IN DOUBT, CHUCK IT OUT!** We all keep things that may "come in handy" later - they rarely do! Use the opportunity of putting goods into storage to sort through your possessions and get rid of things. You can give them to a charity, go to a car boot sale or have a garage sale for friends and neighbours. Being selective about what you store will save you money.

**PROHIBITED ITEMS** In the interest of safety and the well-being of all our customers and their goods, some items must not be put into storage. These include perishable goods and foods, inflammable items such as fuel, petrol cans, gas bottles, fireworks, dangerous chemicals, goods of an illegal nature or live animals. Ask Youcanstore.com if you are not sure about anything.

## THE MOVE

If you are moving goods yourself use the worksheet over the page to establish how large a truck you will need. Van rental companies will know the capacity of their different vans which is usually measured in cubic feet. Remember you will not be able to fill the van completely, so allow a little extra space.

Additionally if you are moving a long distance choose a van for one trip - for shorter distances plan several trips in a smaller van. As a rough guide the contents of a studio flat should fit into a Transit van, and the contents of a one or two bedroom house or flat should fit into a Luton body van. For a three or four bedroom family house a 7 tonne truck would normally be necessary.

Plan ahead to ensure you can park the van as near as possible to your door. You may want to park cars to reserve your space for when you return with the van.

**LOADING** Up Load the largest items first, particularly appliances. Large furniture can follow - load hollow items (e.g: wardrobes, sideboards) so that you can fill the hollows with boxes. Beds, mattresses, table tops and other long items can be placed on their edge against the walls. The space between them should be padded and then the items tied down securely. Mirrors should always be placed upright, and secured or packed between a mattress and a bed base. Be sure to consider any items you may need immediately; ensure these are clearly labelled and loaded last. When you have finished loading, check everything is secure and tied down. Make sure nothing can slide forward.

**OVERNIGHT PARKING** If you need to park the loaded van, make sure it is in a secure area.

**MOVING INTO STORAGE** On arrival our friendly customer service team will show you to the correct unloading bay and provide you with sufficient trucks and trolleys.

## IN YOUR STORAGE UNIT

- Number and label all boxes.

- Take home a numbered list of boxes and contents.
  - Be sure to stack with the label visible, should you need to locate something.
  - Cover the floor with old carpet or blankets to protect bedding and upholstery.
  - Store largest items first with hollow space for smaller items and boxes.
  - Place heavier items below with lighter items on top.
  - If you are using a larger unit, leave a narrow passageway from the door to the rear, so you can get to everything.
  - Try to leave a small space between your goods and the walls to assist with ventilation.
  - Place items you are likely to need during the storage period near the door. -  
Store all appliances clean and with doors wedged open.
  - Check carefully to clean out perished food.
  - Ensure boxes are filled to capacity so they do not tip or collapse when stacked.
  - Take full advantage of your space. Use the full height if possible.
  - Remember to put documents such as passports, invoices, bills, guarantees etc in a single local that is easily accessible should you need them.
  - Put a dust sheet over the top of your goods to keep everything spotless.
- However careful we are at Youcanstore.com dust can come from other units.

***We hope this guide has been of use to you, and most importantly that your moves goes well. If we can be of assistance at any time do not hesitate to contact us.***