

A basic guide to self storage

We have put together some basic tips for self-storage to help answer any questions you might have.



Hints to save you time and money

The use of packing accessories such as cartons, paper tape, bubble-wrap and plastic covers will maintain and protect your goods whilst in storage. Fill cartons to capacity, partially full or bulging cartons may tip or collapse. Heavy items like books or tools should be packed in small cartons so they are easy to handle. Books should be packed flat, not on their spine. Packing and labelling cartons room by room makes the unpacking much easier, and if you need to find something in storage you will have some idea which carton to start looking in.

Appliances

Fridges, freezers, and other whiteware should be thoroughly DRY and CLEAN before storing. Whilst in storage the door should be secured slightly ajar. A deodoriser placed 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 be easily marked and damaged.

Furniture

Protect your furniture with dropsheets or similar. Empty the contents of wardrobes, drawers and cupboards to protect the shelving and structure of these items. Clothing and personal goods should be packed in strong, secure cartons with some naphthalene, mothballs or similar product to protect and maintain their condition. Where possible remove the legs from items of furniture, eg. bed bases, tables etc. to avoid damage and save space. Dishes and glassware Place a layer of packing inside the bottom and top of cartons containing breakables. Protect fragile items by wrapping them individually in packing paper. Nest cups and bowls, stand plates, saucers etc. on their edge. Fill any gaps in the cartons with packing material. This will keep fragile items well protected whilst in transit. Label all fragile cartons and avoid storing heavy items on top of these cartons.

Mirrors, windows, screens and paintings

These items should be protected by packing material, eg: bubble-wrap or in a flat-pack carton. Store them standing on their edge in an upright position (not laying flat).

Stereos, televisions and DVD players

Your electrical equipment is very delicate and sensitive and should be handled with care. The original boxes are ideal to pack with, however wrapping items individually in bubble-wrap, packing them in cartons, and sealing the top will offer good protection. The turntables and tone arms of record players should be secured to prevent damage whilst moving. Pack records on edge to prevent warping. Computers also need special care. The original boxes are highly recommended for packing, however bubble-wrap and good quality packing cartons will do the job. Pack out any gaps. If you are unsure about storing your computer, refer to the manufacturer's manual or consult your retailer. It is a good idea to back up hard drives before storing and keep the back-up copy at a different location.

Battery operated appliances and toys

We recommend that you remove the batteries to avoid damage from leaking batteries.

Metal items

Wrapping silver in acid free tissue paper or plastic bags can help reduce tarnishing. Wipe chrome or cast iron with a little machine oil to help retard rust.

Mowers and other machinery

Drain fuel and oil from all machinery, this reduces the risk of leakage, spillage and damage to other goods in your space. Petrol and oil left in machinery is also a fire hazard.

Planning your storage space

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

Moving checklist

Arrange disconnection and reconnecting of services, eg: power, gas, phone. Cancel any deliveries, eg: newspapers, milk, etc. NZ Post will assist you with mail redirection. Important authorities and businesses to notify your change of address:

Electoral office - Land Transport Authority - Inland Revenue - Banks and Financial Advisers - Kiwisaver provider - Insurance - Ministry of Social Development - Medical - Club membership - Subscriptions.

The storage agreement

An important written agreement is designed for the protection of the storer and the facility owner. Be sure to read it thoroughly. If you have any questions, please talk to one of our staff.

What not to store

Any goods that are illegal, inflammable, explosive, hazardous, perishable or that are a risk to the property of any person.

Our customer service team are standing by to assist with your enquiry: Freephone 0800 BOXMAN (269 626)