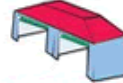




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PACKING TIPS

VALUABLES

It's best to take precious items yourself - things such as jewellery, financial or legal papers, photos, coins etc.

LABELLING

Label all boxes with the room the items belong in. Highlight boxes that contain fragile items. Write your name and mobile phone number on each box.

WEED OUT THE OLD

Why not take the opportunity, before packing, to sort out any possessions that you want to dispose of?

ORGANIZE

Mark boxes containing essential items "OPEN FIRST". Pack books and heavier items in smaller boxes (Carton "B") to avoid injury when lifting.

GENERAL RULES

Pack one room at a time. If you run out of items to pack in a particular room, fill in the box with paper or bubble wrap to secure items in the box. This will prevent the box collapsing if something is placed on top of it.

It is easier to pack on a tabletop.

Always use specialist wrapping paper or bubble wrap for fragile items. Newspaper may stain or damage your valuables. Tape the bottom of each box prior to filling, and then pad the bottom with linen, paper or bubble wrap.

Remember, everything you pack will need unpacking so the more organized you are at packing, the easier the unpacking will be!

When packing any type of machinery, video, DVD players etc, avoid shredded paper as it may get inside the workings. Label small items wrapped in plain paper to avoid them being thrown away with the wrapping paper.

Wrap fine china, crystal or glassware individually. Stand plates on edge, not flat.
Lay books flat in the box. This will reduce stress on the binding. Pack in small boxes.
Hanging clothes can be hung in special wardrobe boxes - this will save creasing.

Turn outside furniture upside down to drain all water. If available, pack small appliances, computers etc in their original boxes.

Strengthen the glass of mirrors and/or glass framed pictures by placing "X"s across them with masking tape, then wrap them in bubble wrap and pack in a flattened box. Once you finish packing the entire room, stack all boxes against the wall, out of the path of foot traffic. This makes moving safer and more efficient.

Remember to pack your goods efficiently.... a small well packed storage space costs less than a larger unit in which the contents are poorly arranged.

Make a list of the packing accessories you'll need.

STORING TIPS

Do not place contents directly on the floor-place a pallet or strips of wood underneath boxes to allow for circulation. For easy access: place frequently used items near the door, and leave a walkway to the rear of the storage facility. Label all boxes and make a reference list to ensure easy access.

Remember to store antiques, leather, old books, paintings or photos in a heated/climate controlled unit.

APPLIANCES

Refrigerators or freezers should be completely dry and stored with their doors slightly ajar. Cartons can be stacked on top of stoves, refrigerators, and freezers. Cooking equipment should be cleaned before storing.

MIRRORS, WINDOWS AND SCREENS

These items should be stored on edge (i.e. vertically); they should not be laid flat.

BEDDING, CLOTHING, CURTAINS, DRAPES, LINENS

Clothing, curtains and drapes should be stored on hangers. If hanging facilities are not available, such items should be carefully folded and stored in dresser drawers or cedar chests along with bedding and linens.

BICYCLES AND OTHER METAL ITEMS

Wipe metal surfaces with a rag containing a few drops of machine oil. This will help to retard rusting.

FURNITURE

Place a pallet on the floor and stand sofas and mattresses on end. Disassemble beds and tables. Pack dresser drawers with linens or small delicate items. Keep upholstery off the floor. **DO NOT COVER WITH PLASTIC.**

LAMPS

Wrap large lamp bases and smaller lamps and place them in boxes. Pack delicate lampshades separately. Do not use newsprint to wrap lampshades or other goods which can be damaged by ink stains. Do not store heavy items on top of boxes containing lamps or lampshades.

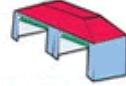
DISHES AND GLASSWARE

Clearly label all cartons containing glassware. Place a layer of padding at both the top and bottom of the carton. All glass items should be individually wrapped. Use packing paper to fill empty space. These boxes should be kept to less than 30 lbs for easy lifting.



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HOLIDAY DECORATIONS

Wrap ornaments in packing paper or newsprint. Curl strings of lights around a piece of cardboard and place lights in cartons lined with packing paper.

NEVER STORE FOOD OR PERISHABLES.