



WSS Check List

- Don't store anything upright in the facility that you're not sure is sturdy- if it seems wobbly, store it flat

- Invest in good quality sturdy boxes and packing materials- box strength degrades over time

- Buy boxes of similar sizes- it'll be easier to stack them securely and will save you space

- Fill boxes to capacity wherever possible but avoid making them too heavy. Boxes that are only partially filled may tip over or collapse

- Label all boxes clearly on more than one side. Mark any boxes with breakable content as "fragile"

- Pack books flat to avoid damaging their spines

- Don't store wet items as they can cause water damage

- Ensure that you defrost fridges and freezers thoroughly. Leave doors slightly ajar once in storage to stop condensation and bad odours

- Drain washing machines and tie down hoses

- Wrap all fragile items and breakables separately. Pack them tightly into strong boxes, filling and gaps with paper or filler. Avoid putting heavy items on top of fragile ones

- For clothes, think about buying a wardrobe or clothes box- you can simply hang the clothes in them and they'll keep their shape

- Wrap mirrors and pictures in bubble wrap and stack them on their ends (never flat)

- Separate lamp bases from lampshades and wrap them for protection

- Store mattresses and sofas in covers, bags or sheeting. Stand sofas and mattresses on end where possible to save space, and don't stack too much on top of soft furnishings



WSS Check List

- If you're storing a few items of furniture on top of each other, a simple dustsheet or cover placed between items will minimise scratching and damage

- Dismantle furniture, such as beds and tables, to save space. Wrap and cover furniture sections and keep them together, clearly marked. Put screws and bolts together in a plastic bag, mark them and tape to the relevant piece of furniture. Store large pieces vertically to save space

- Chairs can be stacked seat to seat to save space. Cover chair legs with protective wrapping

- Spray wood furniture with a good quality furniture spray to give it some added protection

- Electrical equipment such as TVs, stereos and computers should be packed in their original boxes where possible. Otherwise, pack them into suitable boxes and pack with gaps with paper etc

- Drain any fuel tanks (eg lawnmowers or cars)

- Ties tools and long-handled items in bundles. Don't store a brush resting on the bristles

- Don't store vacuum cleaners with the bags in-throw is away before you store

- Treat leather items with a leather conditioner before you store them

- If you do store loose photographs, place them between pieces of clean cardboard and tape them together to avoid curling

- Think creatively- free up more space. Plan to use furniture drawers as an extra box (they are especially good for fragile items) and you can use the inside of wardrobes to store boxes. Kitchen appliances such as stoves and fridges can also be used this way

- Seal all of your boxes with packing tape to keep dust out of the contents

- In all but the smallest units, try to create an aisle and leave enough room to be able to get round the back

- Store your largest items first



WSS Check List

- If you're stacking your unit high with boxes, always put the heaviest boxes at the bottoms to avoid damage

- Keep frequently accessed items near the front

- Don't store anything upright in the facility that you're not sure is sturdy- if it seems wobbly, store it flat