

Packing & Storage Hints

As with most jobs, successful packing and storage of your belongings is all about the preparation. Even if you are only considering short term storage, we recommend that you take the time with your initial packing to adequately secure your items in case your circumstances change and require longer term storage.

For smaller items:

- Good quality storage boxes offer better protection
- Each box should be filled to allow for easy lifting with heavier items placed in smaller boxes
- Partially filled boxes are more likely to collapse, potentially damaging the contents
- Clearly label each box, noting the contents with a permanent marker to make your items easier to locate
- Fragile items should be individually wrapped with bubble wrap and boxes clearly marked 'fragile' and 'this way up'
- Storing items in plastic bags can result in a build-up of mildew due to poor ventilation
- Ensure any valuable items have the appropriate insurance cover

For larger items:

- Measure larger items prior to deciding on a storage space to ensure they will safely fit
- Disassemble items to make them easier to store (eg bed frames)
- Protect furniture legs and corners from damage and timber furniture from scratches with bubble wrap/cardboard and dust covers
- White goods such as freezers, refrigerators etc should be empty, clean and dry prior to storing. Electrical cords can be taped to the side of each appliance for safe transport and storage
- Do not place heavy items on lounge chairs or mattresses
- If space allows, leave a walkway for easy access to the rear of the storage space
- Avoid stacking or leaning items against outside walls to allow for adequate ventilation

Vacating Your Storage Space

Once you have confirmed a vacating date please ensure that:

- you advise our office at the earliest opportunity and obtain a final payment figure for your rent (payment can be made at our office or via direct deposit into our trust account prior to vacating)
- the storage space is left clean & swept out and no items are left in common areas
- all items are removed, including appropriate disposal of rubbish
- ensure any keys provided for the unit by Webbs are returned to our office