

# Moving and Storage Guide

The Self Storage Centres want to ensure that moving and storing your effects is as trouble free as possible. Our Friendly staff at any of our centres are available to assist and offer advice at any time.

This guide has been produced to assist you in planning your move and hopefully takes any stress out of your move into storage.

Many of our clients arrange a hire van to move their effects into store; however we can also assist with arranging a professional moving service to move your effects either into or out of store.

## Before Your Move

Please call in to visit your chosen centre. As there are varying sizes of rooms a visit will assist in which size room you decide to go for. Please also complete the estimate form that will assist you in assessing what type of room you require. We also have a varying stock of materials, which will assist you in the protection of your breakables. These can be purchased from your local Self Store Centre or from our online packing materials shop.

## Dates

Try to fix the date that you move into store. Removal and Van hire Companies are busy on Fridays and month ends. However we can assist in reserving the unit in advance to give you a degree of flexibility.

## Utilities

Make sure that you contact Gas, Electricity, Water and Telephone Companies. You will also be required to advise the post office of any change of address.

## Packing your Effects

If you intend to pack yourselves our wide range of materials will assist you. It is preferable that you utilise the cartons that we can provide as they are designed for the purpose of moving and are of double thickness to withstand being stacked on in transit unlike boxes from the supermarket. We would advise that you number your effects prior to moving them into storage and label all cartons with a brief description of their contents.

## Furniture

In respect to larger items of furniture we would advise where possible to disassemble if possible. Items such as Large Wardrobes and Dining room tables are designed to be disassembled for transit purposes. Please where possible protect any polished surfaces with woollen transit blankets. Woollen transit blankets are available from the self-storage Centre. Do not use bubble wrap on wooden polished surfaces, as this will unbelievably damage the surface.

## Non-Breakables

All small non-breakables should be packed in cartons and clearly marked with the nature of contents; plastic crates can be used as a substitute. We would



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### Self Storage Oxford

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advise not to place loose small items in plastic bags. We provide home moving packs that have labels for marking the boxes.

### **China and Glass**

All pieces of china and glass should be individually wrapped in paper or bubble wrap- both are available from our reception or through the packing materials shop. We would advise not to use newspaper as the print comes off. Scrunch a nest of paper at the bottom of the box and fill the bottom layer of the carton with plates. Plates, Saucers and Platters must always be stacked on their end. Place lighter items such as glassware near the top of the box, again any stemmed glasses must also be stacked standing upright.

### **Lamps**

Shades must be separated from the lamp and packed separately.

### **Bedding and linen**

Bedding can be folded and kept either within a chest of Drawers or suitcases, Duvets and pillows can be either packed in a carton or suitable clean plastic bags.

### **Clothing**

Surplus clothing can be hung on our Garment Carriers, These are known as hanging robes. Clothes are transferred directly from the wardrobe onto the rail within this specially designed carton. The Carton is then sealed and used for the protection of the clothes whilst in transit and storage.

### **Books and Magazines**

As books can be heavy we advise that these are packed within a smaller book carton. Do not pack other items with books and magazines and ensure that you can lift the packed carton safely when it has been filled.

### **Pictures Mirrors Paintings**

Pictures and Mirrors if small enough should all be protected in bubble wrap and placed in a carton on their end. All larger pictures and mirrors should again be protected with bubble wrap then over wrapped with an external protection of card. Specialist sleeved picture cartons are available from our packing materials shop or from our reception.

### **Electrical Items**

Televisions stereos and computers are best placed back into their original cartons. Alternatively we recommend that they are wrapped in bubble wrap and carded for additional protection.

### **Appliances**

Fridge and Fridge Freezers should be emptied and defrosted. When storing they must be left with the door ajar to prevent mould within the fridge or freezer. Washing Machines should also be emptied of water prior to storing.

### **Cookers**

Cookers can be disconnected by the householder but if you are with any doubt contact a professional plumber or electrician. We also advise that the cooker is cleaned prior to placing into store.



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## **Bicycles, Garden Tools, Lawn Mowers**

We would advise that any large tools are cleaned and bundled together. Lawn Mowers should be emptied of petrol and diesel and spark plugs are to be disconnected.

## **Prohibited Items**

In the interest of Safety and the well being of our customers and their effects we have a list of items that are prohibited from being stored. These include perishable goods and foods, inflammable items, dangerous chemicals, goods of an illegal nature or live animals. Our staff are always on hand to ask if you are unsure.

## **The Removal**

If you are utilising a professional removal company; contact the company well in advance. The removal company will arrange a surveyor and give you a fixed charge to move into the Self Storage Facility he will also advise you the correct cubic footage or cubic meterage.

If you intend to move your goods into storage yourself please see the attached sheet to establish what size truck you will require. Van Rental Company's will know what capacity their vehicles are this information will be given in cubic feet or metres. Allow some extra space, as you will not completely fill the van to its capacity.

If you are moving locally you can do several trips in a smaller van however if you are moving any distance it will be prudent to hire a larger van to ensure that it is completed in one trip.

Ensure that you have reserved any car parking space for the size of van that you have hired.

## **Loading the Van**

Load larger items into the van; protect any polished surfaces with woollen transit blankets. Solid items such as appliances and chest of drawers can be stacked on with cartons; fragile items such as chairs or items with legs can be protected by placing on top of the load. Ensure that the effects are tied off and that nothing can slide during transit. Mattress and Bed bases should stand on their end and can be used to protect mirrors or pictures between the base and mattress.

## **Overnight Parking**

If you are moving into the area we can provide secure overnight parking so you can then unload at your leisure the following day.

## **Storage Room**

Our friendly staff will show you to your correct room and provide you with sufficient trucks and trolleys.

## **Opening Hours**

Please check the opening hours with you preferred Self Storage Centre. If you find that you have a lot fewer or more items than you expected we can change the room on the day for you.



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## Your Storage Room

When storing we would advise the following:

- Clearly Mark all Cartons with the contents and the room they were from
- Number your effects. Although this is not completely necessary it is advisable for easy reference especially if you are using a third party to access your effects.
- Store the largest items within the unit first so you are able to stack cartons or lighter items on top.
- If you are using a larger unit leave a narrow passageway from the door to the rear of the room so you can access items more easily
- Try to leave a small gap between your goods and the walls to assist in ventilation.
- Place items that you think that you may need frequent access to near the door.
- Clean all appliances and ensure that Fridges and Freezers are stored with their doors ajar.
- Ensure that all cartons are filled to capacity so they do not collapse.
- Place all documents, passports, bills or legal documents in a clearly labelled box near the door.
- Place a dustsheet over your effects to ensure that all items remain clean.

We hope this guide is of assistance and most importantly that your removal goes well. Please do not hesitate to contact one of our staff if you require any further assistance or advice.

## How Much Space Do You Need?

The storage room will be dependant on how high and how tightly packed you want to store your effects. We always recommend where possible if you can call in to view the different size rooms that we have available.

Should your storage requirements change the room can be changed at any time.



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