




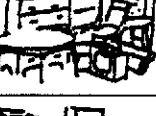


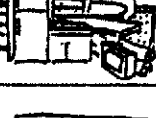


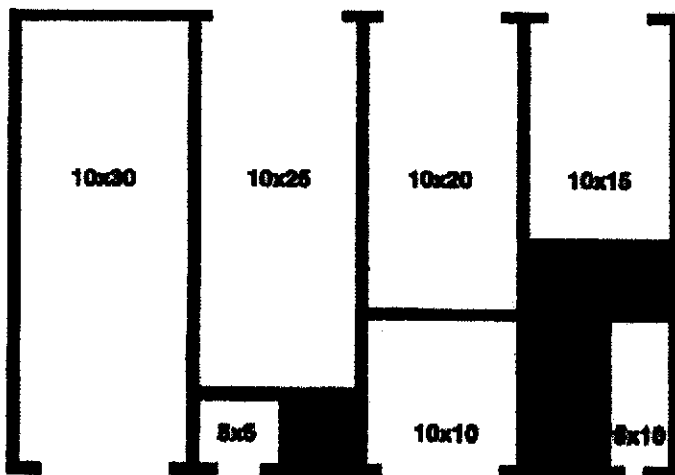

Helpful Hints for Storage Customers

1. Plan your storage space. Place those items that you may need to access often in the front. Allow for walkways.
2. Make up an inventory of your stored items and keep it in a safe place at home or in a safe deposit box.
3. Place your storage items on 2 x 4 boards or on pallets to guard against dampness. Any concrete floor may become cold and damp.
4. CAUTION: Do not store anything COMBUSTIBLE (i.e., paint thinner, gasoline, solvents, paint, etc.).
5. Use uniform size boxes for easy stacking. Be sure your boxes are strong enough to hold 25 lbs. to 30 lbs. (It is best not to put too much in each box).
6. List contents of boxes on all four sides; number the boxes, seal them with tape.
7. Stack lighter boxes on top of heavier boxes.
8. Dishes and glasses should be wrapped in paper and packed in sturdy boxes. Stack them on top.
9. Pictures and mirrors should be wrapped in cardboard, marked "FRAGILE" and stacked on end.
10. Furniture with drawers can be utilized as storage places for pictures, nick-knacks, china, silverware, small items, etc. Wrap them in tablecloths, towels or blankets to prevent breakage.
11. Larger appliances make excellent "packing cases" for blankets, towels, tablecloths, and clothes.
12. Shovels, hoes, rakes and hoses can be stored together in empty trash cans. Stack extra cans inside one another.
13. Tables having removable legs should be "broken down" to save space.
14. Sofas and love-seats can be stored on end to save floor space. Always place a protective cover under the item on the concrete. Cushions should be wrapped in plastic and placed on top.
15. Cover stuffed furniture with cardboard or blankets to protect against dust.
16. If you stand mattresses on their side, "prop" them up so they stand straight. They may tend to bend out of shape and become lumpy.
17. Rent the smallest amount of space you need and pack the space full.
18. Prepare your space by placing a protective cover on the floor under your goods.
19. Do not place heavy or sharp objects on top of upholstered furniture.
20. Use a good quality lock on your door. Cheap locks rust and do not provide good security.

HOW TO DETERMINE YOUR STORAGE NEEDS

WHAT SIZE?	WHAT IT WILL STORE?	SQUARE FEET
	5x5 Skis, Fishing Gear, Sport Clothing, Golf Bags and Others.	25
	5x5 Small Furniture - Chests of Drawers, Chairs, Rugs, Boxes of Household Items and Others.	25
	5x10 Household Items and Furniture - Beds, Couches, Chests of Drawers, Chairs, Refrigerators, Washers, Dryers and Others.	50
	5x10 Yard Items - Lawn Mowers, Garden Tools, Bicycles, Motorcycles, Outdoor Furniture and Others.	50
	10x10 Furniture and Household Items from a One-Bedroom Apartment without Major Appliances.	100
	10x10 Shop tools, Parts, Merchandise, Inactive Files and Records.	100
	10x15 Furniture and Household Items from a Two-Bedroom Apartment or Small House with Major Appliances.	150
	10x20 Furniture and Household Items, Major Appliances from a Moderate to Large Sized House.	200
	10x20 Small Automobile or Boat (Stored under Underwriters Conditions).	200
	10x30 Contents of a Fifty-Foot Moving Van.	300
	10x30 Inventory, Records, Merchandise (Stored under Underwriter's Conditions).	300



Tips for getting the most from your storage space, from the experts

- **Wedge appliance doors open.** Freezer, refrigerator, washer and dryer cartons are excellent for packing bedding, towels, and clothing. Always clean your stove before storing.
- **Pack books flat** to protect their spines. Do not place boxes directly on floor. Books are heavy in bunches, pack in smaller cartons for easy lifting. Line all brick cartons with plastic. (Garbage bags make good liners.)
- **Store mirrors, windows and screens on edge,** not flat. Crate them in a mirror pack if possible or package them individually with strong cardboard. Mark them so they won't accidentally be bumped.
- **Take time when packing dishes and glasses.** Place a layer of packing paper inside the bottom and top of cartons. Plates and glasses should be wrapped individually. It's best to stack plates on edge.
- **Wipe the surface of bicycles, tools and other metal items** with a slightly oily rag to prevent rusting.
- **Save holiday decoration cartons** which contained delicate ornaments. Pad the ornaments with packing paper or newspaper.
- **Protect furniture and mattresses** with specially designed plastic covers. Place a pallet, cardboard mat or plastic sheet on the floor and stand sofas and mattresses on end.
- **Store records on edge.** They are quite heavy, so be sure you don't pack too many in one box.
- **Store small, expensive items like stereos, TVs, etc.,** in the back of the storage space in unmarked boxes with pieces of large furniture in front of them. This will make it more difficult for thieves to gain access.
- **Use uniform sizes of boxes** and stack them shoulder high to maximize your total storage space.
- **Prepare your storage space** by placing a plastic sheet or a pallet on the floor under your goods.
- **Leave an airspace around the units perimeter** to aid in the ventilation.
- **Place frequently used items near the door** and leave a walkway to the rear of the space.
- **Cover all your stored possessions** with a light plastic sheet. In humid areas, allow for ventilation.
- **Make a complete list of all goods stored,** including brand names, product features and serial numbers. Keep the list in a safe place away from the storage space.
- **To prove ownership, keep proof of purchase documentation** like receipts, owner's manuals or warranties. Or, make a photo or videotaped record of your stored goods. Keep this material in a safe place away from the storage space.

Use this chart to estimate the volume of your goods. Then match the number of cubic feet you need with the right size storage space.

	Cubic Feet Per Piece	Number of Pieces	Total Cubic Feet
Card table, clothes basket	1		
Table lamps, ironing board, footstool, golf bag, clubs	2		
Floor Lamp, clothes hamper, high chair, portable sewing machine, vacuum cleaner, lawn chair, heater, tool chest	3		
Table, chair, coffee, end or night tables, toy chest, tricycle	4		
Barbecue, lawn mower, picnic bench, step ladder, foot locker, wagon	5		
Playpen, wheelbarrow, bicycle	6		
Rugs or pads, portable TV, crib, garden hose and tools, filing cabinet	8		
Breakfast table, cedar chest, chaise lounge	10		
Bookcase, rocking chair, console TV	12		
Occasion chair, corner cabinet	13		
Dishwasher	15		
Recliner chair, china cabinet, desk, bureau, dresser, washing machine, picnic table, swing set	20		
Buffet, double dresser, range	25		
Buffet whituch top, couch, sofa, single bed	30		
Hide-A-Bed	35		
Wardrobe closet (Armoire)	36		
Refrigerator	40		
Double bed, freezer	45		
Grand Total			

Size may vary due to wall thickness and height. Most units are 10 feet in height. To arrive at the number of cubic feet in a storage space, follow the example.

$$\begin{aligned} \text{Approximate size} &= \text{Square Feet} \times \text{Height} = \text{Cubic Feet} \\ 5 \times 10 &= 50 \times 10 = 500 \end{aligned}$$

Use	Size
Personal items only i.e. skis, boxes, clothes	5x5
1-2 Bedroom apartment	5 x 10
2 Bedroom dwelling	10 x 10
3 Bedroom dwelling	10 x 15 to 10 x 20
5-7 Room house	10 x 20 to 10 x 30