

# OFFICE REMOVALISTS SYDNEY- HINTS & TIPS

## PACKING – PLANNING

If you are putting your household contents into storage, you need, first off, to list and source all the packing materials you require. We can supply everything you may need. Packing boxes/cartons, bubble wrap, tape, tissue paper, wardrobe boxes and more, all to industry standards – at very keen prices.

## STACKING AND PACKING – BOXES/CARTONS

Remember for storage, packing boxes of uniform size are easier to stack. Stack the heaviest boxes at the bottom and place lighter ones on top to prevent crushing of box sides. Try never to overfill boxes in terms of weight (particularly books) 15kg is the maximum. Always fill any void space in a packing box with packing material, paper, and cloth to prevent crushing.

## ACCESS

Label your boxes so that they can be found easily while in storage. Place most used items near the top of your packed boxes for ease of access.

## DISASSEMBLY & RE - ASSEMBLE

For space saving and ease of handling, where possible, take apart your furniture like tables and beds. Ensure that all their fixings are bagged and labelled for easy reassembly. Similarly label cords/power supplies so that you can correctly match them up with of all your electronic equipment, like computer equipment and audio systems. With these delicate items it is a good idea to use their original packing. Refrigerators and deep freezers need to be defrosted and dried out, doors left slight open to prevent mold.

## Wrapping Packing and Stacking

Breakable items should be individually wrapped and placed into well padded boxes. Small, lighter items can stored in drawers. Protect your larger items with light blankets or sheets. Pictures and mirrors should be stored on end, never flat. Use paper pads to protect furniture being stacked.

### Clothing

Loose clothing and bedding can go into bin liners. However, we recommend the use of our general cartons for folded jumpers/trousers and wardrobe cartons to hang your garments and keep them clean and crumple free.

### Banned from removal and storage

Never try to store food, anything flammable, combustible or caustic. This includes petrol, oil, cleaning fluids, paint thinners and portable gas tanks. If in doubt ask us or the management of your self storage unit.