



PLANNING YOUR MOVE

- Start sorting and clearing items that you use infrequently. An attic or garage may be a good place to start; you may be surprised how long this can take
- Purchase some storage boxes. Whilst supermarket boxes are free, they rarely stand up to the rigours of moving or storage; they are generally a lower strength cardboard and importantly, they are all odd sizes so they do not stack easily. It really is a false economy to use unfit boxes. Using our specially designed boxes makes packing, carrying, moving and stacking easier and more efficient. Our boxes come flat-packed for easy transportation
- Label all boxes clearly. Either by contents or for the destination room at the new home
- Book up a removals firm, or reserve the hire of a van. Remember that Fridays and Saturdays are always busy. If required we can recommend a good local firm
- Register with a new school, doctor, dentist etc. if moving to a new area
- Contact the utility companies to advise of your moving date and to ensure a supply at your new home
- Inform all important contacts of your imminent move: friends, employer, school, relatives etc. Arrange for a letter re-direction service from the Post Office
- Come along and visit The Secure-Store. Discuss your needs with staff; find a suitable room size; fill in the licence agreement (to save time later) and purchase packaging materials

PACKING YOUR GOODS

- Your goods are valuable, it makes sense to properly pack and protect them. Decent purpose made boxes and bubble-wrap are the smart option and lessen the chance of breakages
- Create a '**portable packing kit**' with a marker pen, parcel tape, labels, scissors, screwdrivers & tape measure. Take it with you as you pack
- All **fragile items** should be wrapped in bubble wrap, and clearly labelled as 'fragile!' Equally **heavy boxes** should be marked as such
- Drain, defrost, clean and dry **freezers, washing machines and fridges** prior to moving
- **Gas** and **electric cookers** can be disconnected but use professional advice if not sure
- **Bedding & clothing:** never pack in plastic bags because they can sweat and mould may form. Use boxes and insert a moisture absorber or store in cupboard drawers. More valuable clothes should be stored in our specially designed boxes with hanging rails to prevent creasing
- Wrap **pictures and mirrors** individually in bubble wrap, mark as fragile and stack on end
- Clean and lightly oil all **garden and DIY tools** and equipment before packing. Tie tools and long handled items together where possible e.g. forks, spades, hoes
- **China and glass** should be well wrapped in acid free tissue with a good layer of packing at both the top and bottom of the box. Put lighter items on the top. Clearly mark as fragile and set aside for special attention. Plates should be stored on their sides
- **Table lamps** should be wrapped and placed in boxes. Do not wrap the shades in newspaper as it can mark
- **Books**, store flat to protect the spines. Use smaller size boxes because books can be heavy
- Have an '**essentials**' box and fill with kettle, mugs, tea, coffee, sugar, snacks, soft drinks, light bulbs and toilet roll

- Disassemble **large furniture**. Place all loose items in a bag and tape it to the item on a non-visible part, to avoid damage. Place corrugated card around table and chair legs
- **Computers and electrical items** store in the original packaging. If this is not available, carefully wrap them and remove any batteries
- Remove bags from **vacuum cleaners**

The general rule is to box everything that you can and always fill a box, but never over-fill it. Fill void spaces. This means the box can be stacked easily, without being crushed or toppling over. Also never make it too heavy, someone has to lift it !

The day before:

- Move your boxes into a downstairs room near the door, or the garage for easy access on moving day
- Double check that the van you have hired is available / the removals firm is booked

Moving day:

- Create an 'essentials box' for keys to your new home, your unit, your vehicle; a local area map; money; important documents; hygiene supplies; fresh clothes; plasters; a pen and paper; items of particular monetary or personal value
- Place dustsheets on carpets
- Keep an inventory
- Read your utility meters

LOADING YOUR VAN

- Find some old blankets, rope tie backs and padding
- The general rule is to place the largest items on first, in particular, appliances, large furniture and garden tools
- Put mattresses, table tops, and other long items along the van sides and tie them safely down
- Mirrors and pictures can be placed upright between beds and mattresses for added protection
- Any items that you might need immediately should be placed in last
- Double check everything is secure

ARRIVING AT YOUR UNIT

- Give yourself plenty of time and check our opening hours. We would suggest at least 2 hours for a 2 – bed home
- You will need 10 minutes to complete the licence agreement, which our staff will help you with
- Value your goods correctly so that we can provide the right insurance cover
- It helps if you have completed your licence agreement earlier by phone, e-mail or in person
- The facility can get busy at times, especially weekends, so we would ask all customers to be courteous and patient with each other. If any issues arise please contact a member of staff
- Remember we can provide racking for purchase or hire
- Use the trolleys, sack trolleys and pallet trucks – they are there to make life easier for you
- Bend your knees when picking up boxes and never carry too much
- Place cardboard or dustsheets on the unit floor to protect your goods
- Stack from the back of the unit
- Put heavy items at the bottom of stacks
- Put similar boxes together and stack carefully to utilise the height of the unit and maximise space. Stack the boxes so that you can see their labels
- Hold fridge / freezer doors open ajar with a rag
- Be imaginative, store in cupboards / wardrobes, drawers even fridges
- Leave space around the edge of your goods to allow air to circulate

- If you are going to need access, leave a channel down the middle for easy future access
- Cover all furniture with dustsheets
- Do not put heavy items on sofas or mattresses
- Place mattresses on their longest side
- Stack chairs, with a paper divider between
- Do not rest brushes on their bristles
- Leave the most frequently used items at the front of the unit

Remember, all the above are merely suggestions; you must decide what is best for you and seek professional advice if you are unsure.