



Household Packing Instructions

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At PortaBox Storage, we want to help you any way possible. Below are some packing, and self storage tips we thought might be helpful. If your questions are not answered here, please feel free to contact our facility and speak to one of our storage professionals.

Packing Materials

Use only strong, corrugated cartons with covers. We can supply you with specially made cartons, for everything from mattresses to clothing and mirrors. The added protection of storage provided cartons may avoid damage that results from the use of poor-quality packing materials. Your alternative is to collect boxes discarded by your grocery or liquor store. Save old newspapers for use in packing, but remember that ink may rub off and stain clothing or other items. *WARNING: Insect eggs and insects such as roaches can travel in food boxes. Do not store opened food.

Keep this in mind when getting boxes from food stores. Here's a list of packing supplies that will come in handy:

1. Plastic zippered bags and labels for easy identification.
2. Foam peanuts, Styrofoam pellets or "popcorn."
3. Tissue or craft paper for delicate packing jobs.
4. Corrugated paper rolls for figurines and fragile items.
5. Gummed tape (1 1/2 to 2 inches wide) and/or strong twine for sealing cartons.
6. Markers and labels for identifying contents of cartons.
7. Notebook and pencil for carton identification log.
8. Scissors and/or sharp knife.

Packing Pointers

Before actually packing-up, you need to have a game plan. For example:

1. Pack one room at a time. This will help you when it comes time to unpack.
2. Pack a couple of cartons a day, starting well ahead of the move.
3. Mark all boxes, designating room and box number. Make a carton identification log listing what is in each carton. If you use more than one container, make a log of which boxes are in each one. Then if you need to find a box, you will know which container to have us pull for access.

4. Be sure to have plenty of "filling" material available.
5. Be sure that the bottoms of all cartons are secured and will hold the weight of the contents.
6. Packing tape or gummed tape is better than masking tape.
7. Pack heavier items toward the bottom of the box and lighter items toward the top. Try to keep a per-box weight of 50 pounds or less; it makes moving them a lot easier.

Packing Dishware

1. Select a medium-sized carton and line the bottom of the carton with crumpled packing paper.
2. With packing paper stacked neatly in place on a worktable, center one plate on the paper.
3. Grasp a corner on several sheets of packing paper and pull the paper over the plate until sheets completely cover the plate. Stack a second plate on and, moving clockwise, grasp a second corner and pull sheets over the second plate.
4. Stack a third plate. Grasp remaining two corners, folding two sheets of each corner (one at a time) over the plate.
5. Turn your wrapped stack of plates upside down onto your packing paper.
6. Re-wrap the entire bundle: start with one corner of packing paper and pull two sheets over the bundle, cover bundle with next corner, then the third corner; and finally, the fourth.
7. Seal the bundle with packing tape.
8. Place the bundle of dishware in a medium-size box so that the plates are standing on edge Use this process on all saucers, bread and butter dishes, and other dishware. When packing smaller dishes, you may choose to stack in greater quantity.

Packing Cups

With packing paper in place on the worktable, position one cup six to eight inches from one of the corners.

1. Now pull the near corner of the paper up and over the cup.
2. Nest a second cup directly on top, with handle to left (second cup should "nest" itself in packing paper folded over the bottom cups).
3. Pull the two side corners up and over, one at a time, and tuck corners inside the top cup.
4. Hold the bottom and top cup in position and roll cups to the remaining corner. Fragile mixing bowls may be rolled in the same manner.

5. Delicate cups, like china, should be wrapped one at a time. Antique glass or china should be stuffed with crumpled tissue and wrapped one at a time.

Packing Glasses and Stemware

1. Stuff glasses and stemware with crumpled tissue or packing paper before wrapping.
2. Lay on the corner of packing paper and roll it one or two full rotations (depending on size); pull sides of packing paper up and over glass/stemware and continue rolling to the far corner.
3. Corrugated paper rolls or cellular boxes may be used for added protection.
4. Place glasses and stemware toward the top of your box. Heavier items (dishes, pitchers, etc.) should be placed toward the bottom of the box.
5. Delicate glassware and stemware should be placed in an upright position, not on its side.
6. No matter what you're packing, you should use crumpled packing paper in between each layer to assure a snug fit wherever there's a gap. All boxes with "fragile" items should be marked accordingly.

Specialized Packing Tips

The list of individual household items is endless. Most can be packed by following our packing pointers. Here are some additional packing tips for major items.

Bureau Drawers

Don't overload. Too heavy a load can cause damage. Remove firearms and any items that might break or leak. Firearms must be unloaded when storing.

Canned Goods and Other Non-Frozen Food

Pack upright with no more than 24-30 cans per carton. Don't attempt to move perishables. Wrap unopened, glass containers and boxed foods individually, and pack in small cartons. Putting each one in a zippered plastic bag helps prevent breakage, spilling and insects.

Frozen Foods and Plants

Because of the delicate and perishable nature of these items, they may not be stored in our containers.

Clocks

Remove or secure the pendulum in large clocks. Grandfather clocks should be prepared for moving by expert servicemen.

Drapes and Curtains

Hang drapes over crossbars in wardrobe cartons, or pack folded in clean cartons. Remove curtains from rods, fold and pack in cartons or bureau drawers.

Flammables and Combustibles

Flammable liquids and aerosol may not be stored in our containers. Changes in temperature and pressure can cause them to leak, or even explode. For your own protection, you should know that if you store these items and they cause damage to yours or others possessions, you will be held liable.

Lamps and Lampshades

Remove bulbs, harps and shades. Roll up cord. Pack lamps with bedding or wrap separately and place upright in clean, tissue-lined carton. Wrap harp and finial (decorative knob) with packing paper and tape to inside wall of carton that contains shade. Wrap shades in tissue, not newspaper. Place upright in large, tissue-lined cartons.

Medicines

Do not store.

Mirrors, Paintings and Pictures

Wrap small mirrors, pictures, paintings, and frames and place on edge in cartons. Place large pictures and paintings on edge in heavy cardboard containers. Large wall or dresser mirrors should be placed in special cartons. For added safety, place tape diagonally across mirrors and glass fronts of large pictures to protect better against breaking. Do not place newspaper directly against paintings.

Personal Electronics

Pack valuable electronic equipment in original cartons when available. Otherwise, use strong, corrugated cartons and place protective padding on the bottom of the carton. Wrap an old blanket or protective pad around the item and place it in its carton. Place additional padding between the carton and the item. Wrap cords separately; label to identify usage and place in a plastic bag away from delicate surfaces. Non-detachable cords should also be wrapped. Place cords between the padded item and the carton.

Silverware

Wrap each piece in cloth or low sulfur content paper to prevent tarnishing. Use an old blanket or moving pad as a wrap to prevent scratching the silverware chest.

Tools

Drain fuel from power tools. Pack tools in small, strong cartons. Wrap separately if valuable.

Waterbed and Other Mattresses

Drain all water from the waterbed and, grasping internal baffle systems with external vinyl, fold mattress 20 inches at a time. Adjust folds to avoid making creases across individual baffles. Consult your owner's manual for special instructions concerning the care of your mattress. Do not place your mattress in a carton with sharp or pointed objects. We recommend regular mattresses be placed in vinyl covers for storage.

Motorcycles

Motorcycle fuel tanks should be drained nearly empty of fuel. Motorcycle batteries should be disconnected. Automobile antifreeze should be ample to protect against severe cold in winter.

We do not store cars.

Barbecue Grills and Propane Tanks

Wrap grates and briquettes separately in a newspaper (or place all briquettes into a grocery bag) and place parts in carton. Pad carton with paper to reduce movement of contents. Propane tanks cannot be stored. Consult your local gas grill distributor for the safest method.