



## **PACKING INSTRUCTIONS**

There is a right and wrong way to pack! Follow our directions to make the moveout process as easy as possible for you and us. Failure to properly package your things risks potential damage for which we are not held responsible.

**THERE WILL BE A \$20 PACKAGING FEE IF 4.0 STORAGE STAFF MUST PACKAGE YOUR BELONGINGS PROPERLY.**

### **GENERIC PACKING**

- **ALL BOXES AND CONTAINERS MUST BE SEALED. NO EXCEPTIONS. Storing an unsealed container with us waives any claims to lost items.**
- **Use only high quality tape to seal your boxes and containers. Packing tape is preferred, but duct tape is acceptable. Any other tape will not be strong enough to hold during the pickup/delivery process.**
- **Label EVERYTHING with your name and phone number. This can be done with tape or just by writing directly on the object. You can never label your things too much!!**
- **Label boxes with delicate items like electronics as FRAGILE in big letters.**
- **Try to distribute the weight evenly between boxes. For example, avoid packing all of your textbooks into one box. Boxes and containers that require two people to move safely will be charged accordingly.**
- **Tape power cords to the appliance that uses them, for your safety and ours.**
- **Furniture made of particle board and poor quality wood is not made for transportation; these items are especially delicate. If you can, break them down and store them as one unit.**
- **If you and your roommate will be living together in the fall, you are eligible for our 10% off Roommate Discount. When registering for your pickup, provide your roommate's information when prompted, and then have him/her register for a pickup for the same date and time, also providing your information when prompted. You and your roommates must label all of your things with the letters "RD," in addition to your own name. Be aware that we will pick up and deliver to one location only.**

### **SPECIFIC ITEMS**



**REFRIGERATORS:** All refrigerators **MUST** be defrosted **AND EMPTY**. We cannot be responsible for mold growth inside an improperly defrosted fridge. Unplug your fridge 48 hours prior to your pickup time. Keep the door propped open and make sure it is dry inside!

**MICROWAVES:** Make sure both the inside and the outside is clean. Tape glass turntables down inside microwaves to prevent shifting during movement. If the turntable is not properly secured, we are not responsible for damage.

**PRINTERS:** Can be stored inside a box or without a box, cords removed.

**RUGS:** Roll your rugs tightly and tape them together so they do not unravel. Be sure they have been vacuumed and cleaned thoroughly, as they may return smelly and unusable otherwise.

**PLASTIC CONTAINERS/STORAGE TOTES:** Must have a secured lid. These containers are often subject to being packed too heavily; be wary of how much weight is being added when packing.

**PLASTIC DRAWERS:** Though we will accept these with items inside, they are fragile and not made for transportation while full. Tape all drawers shut. If they are part of the unit, remove wheels and place inside one of the drawers.

**TVs and MONITORS:** If you still have it, store these in the original box and packaging. If packed in a box other than the original one, make sure you protect them with clothes and bedding to maximize their protection. Label these boxes as "FRAGILE" in big letters. If these will not be stored inside boxes, they will be charged for a higher rate. Non flat screen TVs are charged on a case by case basis.

**GARBAGE BAGS:** We strongly discourage the use of garbage bags as stand alone containers to store any of your items. They are difficult to stack and are cumbersome to move. In previous years, we have had customers store sharp items inside them which may puncture through the bag. If they must be used, store only clothes, blankets, and other soft items. We reserve the right not to accept garbage bags that do not follow the aforementioned criteria.

**BOOKCASES:** Remove all shelves and tape them together to the original unit so that we can move them as one piece.

## **FURNITURE**



**Please let us know ahead of time if you are storing any of the following items with us!**

**FUTONS:** Break the frame down and tie all pieces together to be moved as one piece. If the frame cannot be broken down, we will not accept it. The cushion must be able to be folded.

**COUCHES and SOFAS:** If being moved for Room Service, we must be able to move these out of your dorm/apartment without much difficulty. We also do not store pull out couches.

**MATTRESSES AND BEDFRAMES:** You can store mattresses as is, but mattress bags will ensure their protection from dirt during transport and storage. Bed frames must be broken down (we won't do that for you), and if these are being moved for Room Service, they must be able to be moved out of your dorm/apartment without much difficulty.

**DESKS:** Addressed on a case by case basis. Contact us at [info@fourohstorage.com](mailto:info@fourohstorage.com) for more information.

## **TIPS AND TRICKS**

- Looking for extra boxes? During this time of year, boxes can be found throughout residence halls. Additionally, dining halls and convenience stores on campus will generally have some lying around. If you needed more than we were able to provide you, this can be a great way to get boxes for free.
- Packing all of your clothes in boxes? Check the resident halls for garbage bags. Place your clothes inside the bags, then place the bag inside the box. This will prevent your clothes from smelling like cardboard when they are returned to you.
- Place clothing and bedding in between delicates to maximize their protection.
- Our storage facility is maintained at 55% humidity. However, the facility is dark most of the time. Mold and mildew is an issue only if the items you are storing with us are moist and soiled. Examples of things you may need to consider for this include sneakers, boots, and the like.