

# Is Self Storage the solution for you?

Self Storage is the perfect partner for the changing business environment of today. When businesses grow, relocate, downsize, expand, or restructure their operations, they can find themselves restricted by lack of appropriate space to suit their needs. Self Storage helps business to be flexible and maintain that competitive edge.

It is also convenient and cost-effective. The amount of space can be increased or decreased as required. Self Storage provides businesses with convenient easy access, with no appointment necessary, for short or long-term storage. Businesses of all types and sizes can benefit from utilising Self Storage centres.

## Selecting a Storage Space

Discuss your needs with a consultant at the Self Storage centre to ensure you only pay for what you actually require. An efficiently packed small space will cost less than a larger unit. However, if you need to access your storage space frequently, a well-organised larger space with racks and archive boxes may be more convenient for you.

Many Self Storage centres offer other services for business clients; including photo copying, use of facsimile machine, meeting rooms and climate-controlled units, just to mention a few. Talk to your Self Storage consultant for more information.

## The Storage Agreement

The Self Storage Association of Australasia advises the use of the Standard Self Storage Agreement to protect the storer and the storage centre owner. It is an important document. Be sure to read it thoroughly. If you have any questions, ask the staff at the Self Storage centre.

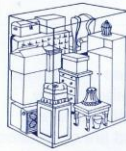
### What Can't I Store

Common sense, State and Federal laws determine what can and can't be stored. However, under your Self Storage Agreement you can't store hazardous, dangerous, illegal, stolen, perishable, environmentally harmful goods or explosive goods.

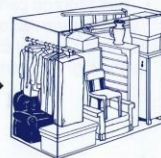
## Insurance

The goods you have in a self storage space are yours and remain your sole responsibility. You should always have them covered by insurance. Your goods are not insured by the Self Storage centre. Check with your insurance provider to see if your cover has provision for items in storage – you may already be covered. If not, your Self Storage consultant should be able to assist you with the provision of insurance cover.

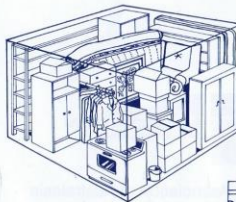
### How much will a storage unit hold?



1.5 x 1.5 metre space holds one room of belongings.



1.5 x 3 metre space holds 2-3 rooms.



3 x 3 metre space holds the contents of a 2 bedroom flat or half a house.

6 x 3 metre space holds the contents of an average 3 b/r/m house, or store:  
• Business stock,  
• Large archive storage,  
• Tradesman's equipment.



## Storage Tips

### Files and other documents

- Pack books flat to protect their spines.
- Use labelled archive boxes or packing cartons to save space, simplify retrieval and protect contents.
- Use packing to fill empty pockets in cartons.
- Avoid packing fragile items with books, don't overload. Pack lighter cartons on top of heavier ones to prevent damage.
- By erecting free standing shelving you can save on space and make the storage and retrieval of your goods very effective.

### Fabric items

- All fabric items need to be clean and free of anything that could attract pests.
- Most Self Storage centres have cartons, packing materials and other accessories available to protect your goods.

### Computers and Other Equipment

- If you've kept the original boxes and packing materials, we recommend you reuse them. However, bubble-wrap and good quality cartons will also do the job.
- Remember to use packing material to line the top and bottom, and to pack the gaps to protect the equipment and prevent movement.
- All electrical equipment needs to be thoroughly cleaned and dry.
- Most computers have 'self-parking heads', but if you're unsure about it, refer to the manufacturer's manual, or consult your retailer, especially if storing for more than six months.
- Equipment with sealing doors, like fridges and freezers, should be stored with the door slightly ajar.

### Metal items

- Metal items need to be clean and dry.
- Protect rust-prone items by wiping over with a rag impregnated with a few drops of machine oil.