Self-Storage Organisation Checklist

1. **Plan and Organise:**

   o Make a list of all items that you plan to store.

   o Sort all your items into categories (fragile, stackable, large furniture, etc).

   o Decide which storage unit would be best for you based on your planning and organisation.

2. **Label and Inventory:**

   o Label your possessions as you go (this will be revisited when you have put your possessions in space-saving containers).

   o Create an inventory list for quick reference.

   o Group similar items together for efficient stacking and access.

3. **Dismantle Large Items:**

   o Disassemble furniture like sofas, tables, and chairs.

   o Store dismantled parts in containers or wrap them up securely.

   o Use the freed-up space from dismantling for smaller items/containers.

4. **Use Space-Saving Containers:**

   o Decide which space-saving containers would be best, whether that be waterproof, damp-proof, or airtight sealed containers.

   o Ensure these containers are designed for easy stacking.

   o Place smaller items like dismantled parts and electronics in space-saving containers.

   o Label each container clearly for easier identification in the future.

5. **Install Shelving:**

   o Consider adding shelves for items like books, plants, or collectables.

   o With shelves being designed to better make use of vertical space.

6. **Stack your Items:**

   o Stack containers safely from the floor up, to fully maximise the vertical space available.

   o Heavier items should be on the bottom with lighter, more fragile items on top.

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7. **Final Check:**

   o   Ensure everything is securely packed and stacked safely to avoid potential damage.

   o   Ensure all the items on your Inventory list are placed inside the self-storage unit