

PACKING GUIDE

Pack Smart: Room-by-Room Storage Guide

A clean labeling system and packing checklist designed for easier storage access and fewer damaged belongings.

01 Sort Keep, donate, recycle, and store before buying supplies.	02 Protect Use the right container and cushioning for each item.	03 Label Make every box easy to identify without opening it.
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Packing system

- ☐ Assign each room a color and a short code such as KIT, BED, OFF, or GAR.
- ☐ Number every box and keep a matching digital or printed inventory.
- ☐ Mark fragile items on the top and at least two sides.
- ☐ Add a simple priority: A for frequent access, B for occasional, C for long-term.

Household packing

- ☐ Use small boxes for books and dense items; use larger boxes for lighter goods.
- ☐ Wrap dishes individually and pack them vertically with cushioning.
- ☐ Clean and completely dry appliances before storage.
- ☐ Disassemble furniture when practical and keep hardware in labeled bags attached to the item.

CHECKLIST NOTES

Keep your plan, contacts, and inventory together

Use this page for dates, box numbers, access notes, vendor contacts, or items that need follow-up.

Storage layout

- ☐ Place heavy, sturdy boxes low and lighter boxes above them.
- ☐ Keep mattresses and upholstered furniture protected with breathable covers.
- ☐ Leave airflow and walking space around stored groups.
- ☐ Keep an inventory copy outside the unit and update it after every visit.

A better storage visit starts with better labels.

Scan for unit-size guidance, climate-control tips, and local storage options from Storage Source One.

