



**We're in your neighborhood!**

## Planning Guide and Packing Tips

Circle Storage is a locally owned Self Storage company operated by people who live in our communities. Our goal is to “Circle” our customers with the Best Quality and Service in Self Storage and Mobile Storage. We provide clean, convenient Storage Centers located throughout the Cincinnati area. Our storage centers offer service, value and satisfaction.

### **Circle Storage is committed to:**

- **Service – focused on our customers**
- **Respect – treating you as our neighbor**
- **Pride – maintaining high service standards**
- **Quality – working hard to become the best**
- **Community – being a part of where you live**

For more information, you can contact us via e-mail at [contact@circlestorage.com](mailto:contact@circlestorage.com), or contact one of our seven locations.

#### **Amelia**

1833 East Ohio Pike  
Amelia, Ohio 45102  
513-797-4111

#### **Blue Ash**

10988 Deerfield Road  
Cincinnati, Ohio 45242  
513-984-6484

#### **Colerain**

3541 Struble Road  
Cincinnati, Ohio 45251  
513-741-4600

#### **Eastgate**

3226 Omni Drive  
Cincinnati, Ohio 45245  
513-752-5554

#### **Harrison**

10474 McQueen Road  
Harrison, Ohio 45030  
513-367-0274

#### **West Chester**

7717 Monarch Court  
West Chester, Ohio  
513-777-6000

## Planning

- Choose a properly sized space by bringing a list of items to be stored.
- We sell packing and moving supplies. Make a list of the items you need.
- To save money, rent the smallest amount of space you will need and pack it full.
- Make an inventory with pictures and keep it in a safe place to help you remember what is in each box.
- Pallets can be ordered for your unit to keep items off the floor.

## Packing Tips

- Plan the arrangement of your space
- Use uniform sized boxes for easy stacking. Completely fill and tape shut-partially or overfilled boxes may collapse or tip. Label all sides of the box to make it easy to locate later.
- Place a small sachet or bag of cedar chips in with any clothing or linens to keep them smelling fresh.
- Store needed items in the front.
- Heavier boxes should be placed at the bottom. Limit the weight of each box to 30 pounds. Do not stack anything higher than shoulder height.
- Leave a small air space between your items stored and the walls
- Cover contents of entire unit with packing covers, sheets or blankets to prevent dust accumulation. Do not wrap furniture in plastic.

### Appliances

- Clean and dry appliances and wedge doors open.
- Place packed boxes inside appliances to save space.

### Electronics

- Place electronics in original box with original packaging to prevent damage.
- Place the cords in the component box. Color code electronic and its cords for easy set up.
- Pack monitors and televisions separately.
- Store electronic components flat and VHS, CD's and DVD's on edge.

### Tools and Equipment

- Clean, oil, and drain fluids from all tools before storing.
- Long handled tools can be bundled together for easy storing.

## **Furniture**

- Remove legs from tables and tape them with the hardware to the packing protecting the table. Store the table on its side. If table does not disassemble, store table on a pallet with the legs facing up. Chairs can be stacked seat to seat inside the tabletop.
- Mirrors, framed art and screens, should be stored on edge to prevent damage.
- Disassemble bed frames and lash bed rails with rope or tape. Include hardware.
- To save room, use your dresser drawers as boxes, place small fragile items in them for safe keeping.
- Protect upholstered furniture with covers.
- Do not place heavy or sharp objects on top of upholstered furniture.
- Store couches on end but avoid placing material directly on the floor.
- Stand mattresses on end and wrap or cover.

## **Glassware and Collectables**

- Dishes and glassware should be wrapped individually. Nest cups and bowls and plates, saucers and platters on edge. Wrapped glasses should be boxed separately or placed at the top of the box. Place a layer of padding between the items.
- Pack fragile items together and place the box securely at the top of the unit.
- Books should be packed flat in small boxes to protect their spines.

## **Seasonal Items**

- Bicycles should be stored upside down to protect the tires.
- Temporary pools should be cleaned and dried completely prior to storing.
- Wrap and pack small fragile items in the same box. Mark as fragile and place securely at the top of the unit.
- Strands of lights should be strung around a piece of cardboard.
- Storing seasonal lawn and interior decorations keeps them from cluttering your home.
- Lawn furniture should be cleaned before storing. Seat cushions should be placed in a box. Clothing, curtains, and draperies should be stored on hangers in a wardrobe box.

## **Helpful Hints**

- Live animals may never be kept in a storage unit. Storage is not for habitation.
- No electrical appliances may be connected to any facility outlets.
- Do not give out your password, gate code or any information to any one that is not on your lease.
- Do not use printed or colored paper to wrap items. These may smudge or discolor items.
- Be sure your homeowners or renters insurance will cover your belongings while in storage. If necessary, storage insurance is available for purchase.
- Be aware of your surroundings while you are on the storage property. Report any mysterious behavior.
- Tape the wrapping around item. This will keep you from mistaking a prized goblet for packing material.
- For more information, please contact one of our managers.