

WEST SIDE STORAGE INC.

BETTER
BUSINESS
THROUGH
SELF
STORAGE



A GUIDE TO EXPANDING YOUR BUSINESS THROUGH SELF STORAGE

BETTER BUSINESS THROUGH SELF STORAGE

Self Storage is a convenient, safe and cost effective way for businesses to expand operations and maintain a competitive edge. A business tenant can increase or decrease its leased space, as need dictates.

Businesses of all types, size and maturity are benefitting by using self storage facilities. When businesses are faced with expansion, they often find themselves limited by lack of appropriate space, availability of land, zoning regulations, proximity to customers and access. Leasing storage space can provide easy access and convenient "office hours" with no appointment necessary. It also can help businesses expand marketshare.

BUSINESS STORAGE USES

Almost any material and equipment utilized by a business can be stored and organized for use in a self storage facility. Some common uses of storage units include to store: office files, drop shipments, excess inventory, manufacturers' samples, hospital/legal records, mobile equipment, retailers' seasonal decorations, theatrical scenery, campaign materials, merchandise and supplies, and general business raw materials.

Some facilities will make storage modifications to meet your specific needs. For example, security vault operations and postal boxes may be available upon request. Talk to your storage consultant.

Self Storage is a convenient, safe and cost effective way for businesses to expand operations and maintain a competitive edge.

SELECTING A STORAGE SPACE

Ask the storage consultant to help you choose a space that fits your needs because rental of a storage space is determined by the total size of the items to be stored. An efficiently packed small space will cost you less than a larger space. If you frequently use the space, a larger space, well organized (racks and file boxes), may be more convenient. Specific modifications may be able to be made to meet your businesses' needs. Many facilities are now offering climate controlled storage units, and/or will accept business deliveries on-site.



STORAGE SPACE RENTAL AGREEMENT

For your protection, a storage facility provides a written agreement. Read it thoroughly and ask the storage consultant to answer your questions.

Make note of your payment date to see if the agreement covers prorated rental periods. Also find out how and when your security deposit is refunded or forfeited upon termination of the agreement. If you change your address or phone number, be sure to notify the storage facility in writing.

INSURE YOUR GOODS IN STORAGE

The goods you place in self storage spaces are the sole responsibility of your business. Goods are not insured by the storage facility. Check with your company's insurance provider to see if your coverage already has a provision for items stored outside your facility - you may already be covered. If not, your storage consultant may be able to give you the names of insurers who provide low-cost insurance coverage for your goods. If a policy is not included in your storage information packet, just ask!

PROHIBITED STORAGE GOODS

Common sense and provincial law determine what may be stored. Your company alone controls access to your storage space. Never store live animals, perishables, liquids, explosives, flammable liquids and fuels, toxic materials, or other items that need a controlled environment. Disconnect the battery cables to your equipment. Check with the facility manager regarding their policy on storing gas tanks full or empty.

SPECIFIC STORAGE TIPS

ELECTRICAL EQUIPMENT

All equipment should be thoroughly cleaned and dry before it is stored. Any equipment with sealing doors, such as a refrigerator, should be stored with its door slightly ajar.

METAL EQUIPMENT, TOOLS & OTHER METAL ITEMS

All equipment needs to be clean. To retard rust, wipe all metal surfaces with a rag containing a few drops of machine oil.

FILES, RECORDS & OTHER DOCUMENTS

Pack books flat to protect their spines. Do not place boxes directly on concrete floors, but use pallets or skids to prevent moisture absorption. Use packing to fill out empty pockets in the boxes. Do not pack fragile items in the same box with books and do not overload.

FABRIC ITEMS

All items need to be clean and free from anything that may attract pests. Some facilities sell boxes with will help protect your items.

FRAGILE ITEMS

Place a layer of packing inside the bottom and at the top of boxes containing fragile items. All items should be individually wrapped placing the most fragile near the top of the cartons. Again, fill all pockets with packing. When stacking boxes that contain delicate items, place these on top of those containing heavy items. Label all boxes containing delicate items "FRAGILE".

OFFICE FURNITURE

Place a pallet, corrugated cardboard mat, or plastic sheet on the floor and stand sofas on end. Disassemble furniture and wrap table legs in paper. If furniture, such as a table, will not disassemble, place padding on the floor and place the table on its top with legs pointing up. Most lightweight chairs can be stacked "seat to seat" or placed upside down on other furniture. Keep upholstery off the floor. Finally, place a light dust cover over your furniture. Some facilities may sell covers for your convenience.

HELPFUL STORAGE TIPS

INSPECT YOUR STORAGE SPACE

The space should be clean with a door in good working order.



DETERMINE THE PACKING ACCESSORIES YOU NEED

Paper, bubble-pack, tape, rope, drop cloths, polyurethane sheeting, furniture covers, pallets, skids, dehumidifiers, file boxes, and storage cartons.

Some or all of these items may be for sale in the rental office.



FILL CONTAINERS TO CAPACITY

Partially full or bulging cartons may tip or collapse. Protect your fragile goods with packing and place them near the top of your storage space.

LABEL BOXES

Keep a list of labeled boxes at your office for easy reference when you need to locate your goods.



PACK THE STORAGE SPACE CAREFULLY

Leave air space around the perimeter to aid ventilation. Place a pallet on concrete floors and do not lean items against walls. Leave a walkway to the rear of your space for easy access. Use all the space available, including the height and place frequently used goods near the door.

