



## What's in Self Storage for you?

### Mother Foy's Handy-Dandy Guide to Moving & Self Storage

#### What's Inside

- What to look for when choosing a storage center
- The art of packing
- What size storage room?
- Organizing your storage room
- Moving advice
- Inventory of stored items



*Mother Foy,  
Founder,  
Access Self Storage  
Since 1976*

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# Welcome to Access Self Storage

“I care about your things  
as if they were my own!

I want you to have  
full access to all the ways  
we can help you!”

“That’s why we created storage centers for you that are easy to access. You will find that they are clean and comfortable and outfitted with superior security systems. You will find that our staff is committed to meeting your needs and making your stay with us most enjoyable and as stress-free as moving can be.

In this Handy-Dandy Guide to Moving and Self Storage, we have collected the best information from over thirty years of experience in the storage business. Here you’ll find the questions you should ask any storage provider or mover. There are tips on how to pack and prepare for a move, how to organize your storage space, and much, much more.

I hope this Guide will save you time, frustration, and money. And I hope to see you at one of our many excellent self storage centers!”

Mother Foy  
Founder, Access Self Storage  
Since 1976

# What do you look for when choosing a storage center?

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## Look for a company that cares.

Look for a storage company managed locally that will work with you, understand your needs, and has the flexibility to accommodate your needs.

### Hours of Operation

**Q: When are you open and when can I get to my things?**

**A:** At Access we keep longer office hours than do most storage centers. You have access to your things 7 days a week, some rooms can be accessed 24 hours a day.

### Accessibility

**Q: How far is it from the dock to my storage space?**

**A:** We want you to reach your storage space with the least effort possible. That's why we have lots of ground level drive-to-your-door storage rooms, extra entrances, wide driveways, and aisles that are designed to protect your vehicle and your things. In our multi-story facilities expect to find multiple large elevators and lifts that accommodate whole rooms full of furniture.

### Security & Privacy

**Q: What systems do you have in place to protect my belongings?**

**A:** We provide the highest standard in self storage. Most Access locations have individual alarms for each storage room with private security codes, 24/7 alarm monitoring, recorded video surveillance, and electronically controlled gates. We take great pride in our security safeguards.

### Flexibility

**Q: What size units do you offer and what should I know about the lease?**

**A:** We offer every size from small locker to the equivalent of a two car garage. And sometimes even larger. Our lease is flexible and will allow you to add a room or downsize without a fee. You can rent month-to-month or sign a long term contract ... whatever meets your particular needs.

### Clean & Climate Controlled

**Q: How often is the facility cleaned and do I need climate controlled space?**

**A:** We clean the facility every day. Heat and air conditioning protect your belongings from the extremes in temperature... and make your visits to your storage room more comfortable. Climate controlled space is available at nearly all Access locations.

### FREE Truck

**Q: Do you have a truck I can use to move in?**

**A:** Almost all Access locations have trucks available. Their use is free for moving in. Please call the location nearest you for details.

## **FREE use of Moving Aids & Equipment**

**Q: What tools other than carts do you have for me to use?**

**A:** At Access you will find all kinds of labor-saving equipment including furniture and appliance dollies, hand trucks and rolling carts. Take them to use at home when you pick up the Access truck.

**“I care about your things  
as if they were my own!”**

Mother Foy  
Founder, Access Self Storage

“Since 1976, we at Access Self Storage have been listening and acting on your advice and feedback, building and modifying our facilities, and adding new services to make your life easier. That’s what makes Access the storage company you can count on when it comes to taking care of what’s important to you.”

## **Deliveries**

**Q: Will you accept deliveries on my behalf?**

**A:** Yes. We will accept small shipments without a fee.

## **Shelving**

**Q: Do you offer shelving?**

**A:** We not only offer shelving, we will set it up for you in your storage room – just the way you want it.

## **Packing Supplies**

**Q: Can I purchase packing supplies from you?**

**A:** Yes. We offer everything you need to make packing a breeze and protect your valuables... at

reasonable prices. We encourage you to use same-size boxes which stack most efficiently. You can return unused boxes and materials for a full refund.

## **Business Services**

**Q: How do you accommodate businesses?**

**A:** You have unlimited access to your storage rooms, 7 days a week. Our driveways are extra wide to accommodate large trucks. We accept deliveries. We have shelving specifically designed for file boxes. Use our fax and copier. Some locations provide internet connections for customer use.

## **Payment Options**

**Q: What methods of payment do you accept?**

**A:** We accept all major credit and debit cards with on-demand or automatic draft options. You can even choose the day of the month you would like us to charge your account.

## **Staff**

**Q: Tell me about your staff.**

**A:** Most of all, we are proud of our people. Many have been with us for years. You will benefit from their experience and deep knowledge of the moving and storage process. We care about them... and they care about you and your experience!

# The Art of Stress-free Packing

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## If it's important to you, take the time to pack it right.

Those possessions we consider important in our lives come in all shapes and sizes. Take a few minutes and use this planning guide to protect them from the lumps and bumps that come with moving. You will be forever glad you did.

### The Basics

- Use new, uniformly-sized boxes. They will stack more efficiently and save you space on the truck and in storage. Beware: Boxes from the supermarket or liquor store may have pests in them.
- Take home more boxes than you think you need. Most people underestimate and have to make several trips to purchase more boxes and materials. Remember: Access will let you return any unused materials for a full refund.
- Use special purpose boxes designed to protect dishes (dishpaks) and accommodate clothing (wardrobe) to make packing easier. See pages 8-9 for a sample list of box types available at Access.
- Consider a throw-away day. Tip: If you are moving, clean out the attic and basement before you start to pack, and get rid of clutter and things you don't need to move.
- Allow plenty of time for packing. It usually takes much longer than people expect. Tip: Start with the rooms and space you use least and move toward the high traffic spaces.
- Use small boxes for heavy items, larger ones for light things, and avoid packing fragile and heavy items together.
- Fill each box completely to prevent collapse.
- Use plenty of packing material to protect your possessions. Uninked packing paper, bubble wrap, towels, blankets, pillows and bedding all work well. Tip: Avoid using printed newspaper for packing. The ink rubs off and can cause permanent damage.
- Seal all boxes completely with strong packing tape.
- Try to keep all boxes under 30 pounds, ...moving boxes is hard work.
- Fill major appliances with lightweight unbreakable items.
- Store only clean and dry things to prevent mold and mildew damage.
- Color code and number your boxes marking the contents and room on the side. Tip: If you are relocating, give each room in your new home or apartment a sticker or color and tag the boxes accordingly. Your friends or mover will get your boxes into the right rooms in half the time.

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- Mark your boxes Light, Medium, Heavy when packing. Later when you prepare to pick up a box, you will know what to expect. And you will know which boxes go on the bottom in the truck and in storage.
  - Pack small items in drawers, and keep them in place with folded clothing.

## Special Attention Items

- **APPLIANCES:** For transport, tie doors shut (tape may harm the finish), then store with doors and lids open to prevent mildew. Seal disconnected hose ends with a plastic bag and rubber band.
- **BEDS:** Fasten bed rails together with rope. Cover mattresses to keep them clean. Inexpensive mattress covers are available in all sizes at Access.
- **BOOKS:** Pack these flat to protect their spines.
- **CHAIRS:** Wrap packing paper around legs. Stack light chairs seat to seat. Access sells plastic chair covers for overstuffed chairs.
- **DISHES AND GLASSES:** Take your time here. Use extra strength dishpak cartons. Pad bottom, sides, and top with plenty of crumpled paper. Wrap each dish individually with plenty of packing paper or bubble wrap. Wrap cups and glasses individually, nest together in groups of three or four, and place in the top of the box. Mark these boxes “Fragile”.
- **ELECTRONICS:** Pack in the original cartons or special electronics boxes. Check owner’s manual for special moving instructions – such as the laser in a CD/DVD player. Do not use polystyrene peanuts with computers. The static electricity could damage circuit boards. Code the computer or stereo wires with colored tape for easy reinstallation. For longer term storage, consider moisture removal bags. Important: Do not store or seal electronic devices immediately after they have been used. When electronic devices cool, they gather moisture that must be given time to evaporate or corrosion will damage the equipment.



*(continued on next page)*

## The Art of Stress-free Packing *(continued)*

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- **MIRRORS AND PAINTINGS:** Wrap in non-inked paper, towels or blankets and place in special mirror boxes, or package individually with strong cardboard. Mark “Fragile”. Stand on edge, preferably between mattresses or box springs. Never store flat. Store fine oil paintings only in climate-controlled spaces.
- **SOFAS AND HIDE-A-BEDS:** To save space, stand sofas on end. Tie hide-a-beds closed. When storing a curved-arm sofa, stand it on end on top of something sturdy, like a trunk, so that the arm overhangs the trunk and carries no weight. Cover with a blanket. Put cushions on top and load light boxes in the space where the cushions were.
- **TABLES:** Remove legs, if possible. Spray wood finish with a quality wood polish. Tie extra leaves together. Table tops can be leaned sideways. Tip: Never place wood on wood without placing a cloth or towel between the pieces.
- **TOOLS AND SPORTS EQUIPMENT:** Wipe metal surfaces with machine oil to inhibit rust, then cover with plastic to prevent staining. Take apart equipment assembled with screws or bolts, and place the parts in plastic bags taped to the item. Mark pieces for easy reassembly. Tape or tie long-handled tools in bundles. Drain hoses, tie them in coils, and connect ends. Important: Remove gas and oil from lawnmowers, snow blowers, weed eaters, etc., and store with fuel caps open. Remove bicycle wheels to conserve space. Avoid direct contact between skis or snowboards and concrete floors to prevent possible delamination.
- **LAMPS:** Remove bulbs and shades. Pack shades in individual boxes with plenty of non-inked packing paper. Wrap cord around the base of lamp, and tape down.
- **VALUABLES:** Do not store furs, jewelry or money. Place cameras and other valuables in unmarked boxes.
- **ITEMS YOU MUST NOT STORE:\*** Combustibles, such as old paint, cleaning fluids, gasoline, propane, oil, or acetylene tanks. Do not store anything that could possibly cause fires, illegal items or hazardous or toxic waste. Perishables: Do not store any food or spices, seeds, plants, animals, dried fruit or dried flowers. These items will certainly attract insects or rodents which will destroy your other valuable possessions.

\*For a complete list, see the “Prohibited List” at any Access storage center.

# Organizing your storage space most efficiently

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## Frequent Access

*If getting to your things is important then make sure you leave a walkway to the rear of the storage room.*

**Place frequently needed items near the door.** Often they are placed on the truck last and are the first to come off. Put them aside so that they can go into your storage room last.

**Shelving helps make items more accessible.** It also increases storage capacity by taking greater advantage of the room's height. Access has shelving available and will be glad to assemble it for you.

**List contents of boxes** and create a diagram of their placement for easy retrieval. You may want to list all of the items in storage, take pictures or use a video camera to record the contents.

**“How you organize your storage space depends on how often you need access to your things inside it.”**

Mother Foy

## Infrequent Access

*If you will not need access to your items...*

**Rent the smallest amount of space you need** and pack it full.

**Pack the unit high** and it will hold more.

**Leave ventilation room** around your items. Leave a small air space between every item and the walls, as well as an inch of space between boxes.

**Don't place heavy or sharp objects on top of upholstered furniture.** Cover your fine furniture with a blanket, sheet or other covering to minimize exposure to dust.

## Stacking

**Put heavy items on the bottom** and light or odd-shaped items on top.

**Stack the heaviest boxes on the bottom** using the Light, Medium & Heavy markings you put on the boxes when you packed them.

**Be careful not to stack too many items on heavy boxes that contain fragile items.**

**Consider using shelves to improve access to your items.**

## Locks

**A lock on your storage room is a must.** A good quality lock can be purchased from us. Most Access storage centers provide specially designed, high-security locks FREE.

# Space. How much do you need?

Your space requirements depend on a number of factors:

- How much are you storing?
- What are the dimensions of your largest items?
- How often will you need access?
- Do you want to leave room for an aisle?
- How tightly will you pack?
- How high will you stack?

**“Ask an Access Storage Advisor to help you determine how much space you need.”**

Mother Foy

This chart shows sample quantities that can be stored in various sizes of storage rooms. Adjust up or down depending on your answers to the questions above. Moving vehicle size and typical box requirements are also shown. Storage centers with 10' ceilings provide 25% more cubic storage space than shown in the chart.

Our storage advisors have helped hundreds of customers and, after asking you just a few questions, can readily advise you on how much space you need. For a precise measure, you can use the handy Inventory of Stored Items at the back of this Guide to calculate the cubic footage of your items. When your storage needs change, you can add a room or downsize to a smaller room.

Here's a sample of packing supplies you will find at any Access location. You can return unused items for a full refund:

- Small boxes 12.5"x12.5"x16"
- Medium boxes 18"x18"x16"
- Large boxes 24"x18"x18"
- Dishpak 18"x18"x27"
- Wardrobe box with bar 21"x24"x46"
- File box 12"x15.5"x23"
- Extra-large box 24"x18"x24"
- Electronics box 20"x20"x12"
- TV box 28"x21"x18.5"
- Mirror box (telescopes to accommodate various lengths)
- Bubble wrap
- Packing paper
- Sealing tape
- Rope
- Mattress covers
- Chair and sofa covers

# Insurance

Most people carry insurance to cover the contents of their homes. Perils that can happen to a home can also happen at any storage center. So we require you to have insurance to cover your items in storage. Only you know how much insurance coverage you need. The storage center does not inventory or know the value or condition of the contents of your storage room.

You can arrange for affordable insurance at any Access storage center. See the separate insurance brochure. This policy will give you additional peace of mind for just pennies a day. It will cover your items while in transit to the storage center, as long as you obtain it before you move them. And it will cover your items when you move out of storage if the premium payments are up-to-date.

**“A good rule of thumb – if it is worth storing, it is worth insuring.”**

Mother Foy

## A Sample of Sizes

To move this:	Rent this space:*	Use this vehicle:	Get these boxes:				
			<b>S</b> SMALL 12.5"x12.5" x16"	<b>M</b> MEDIUM 18"x18" x16"	<b>L</b> LARGE 24"x18" x18"	<b>DP</b> DISHPAK 18"x18" x27"	<b>WRD</b> WARDROBE 21"x24" x46"
<b>Boxes</b> Misc. items	<b>Locker</b> 5'x5'x4', 120 cu. ft.	Car, mini van					
<b>Boxes</b> Misc. items/ 1 pc. of furniture	<b>5' x 5' x 8'</b> 25 sq. ft. 200 cu. ft.	5' x 8' trailer/ Small pick-up truck	6	2	1	1	1
<b>1 Room</b> of furniture/ or motorcycle	<b>5' x 10' x 8'</b> 50 sq. ft. 400 cu. ft.	6' x 12' trailer/ Large pick-up truck	10	4	2	1	2
<b>2 Rooms</b> of furniture/ Studio apartment	<b>5' x 15' x 8'</b> 75 sq. ft. 600 cu. ft.	14' to 15' van	14	6	4	2	3
<b>3 Rooms</b> of furniture/ 1 BR apartment	<b>10' x 10' x 8'</b> 100 sq. ft. 800 cu. ft.	15' to 17' van	18	10	6	2	4
<b>4-5 Rooms</b> 1,600 sq. ft. 2 BR home/ apt./ or small car	<b>10' x 15' x 8'</b> 150 sq. ft. 1,200 cu. ft.	20' to 24' van	24	16	9	3	6
<b>6-7 Rooms</b> 2,000 sq. ft. 3 BR home/ or large car	<b>10' x 20' x 8'</b> 200 sq. ft. 1,600 cu. ft.	24' to 26' trailer	30	22	12	4	8
<b>8-10 Rooms</b> 3,600 sq. ft. home/ or car/ truck/ boat	<b>10' x 30' x 8'</b> 300 sq. ft. 2,400 cu. ft.	30' to 40' van	45	35	16	5	10
<b>TOTAL of boxes needed:</b>							
<b>Special Boxes:</b>							
<b>File Box</b>	<b>12" x 15.5" x 23"</b>	Perfect for letter size and legal size files					
<b>Extra Large Box</b>	<b>24" x 18" x 24"</b>	For lightweight items, like lampshades					
<b>Electronics Box</b>	<b>20" x 20" x 12"</b>	Double walled box sized for items like VCRs					
<b>TV Box</b>	<b>28" x 21" x 18.5"</b>	Double walled and extra deep					
<b>Mirror Box</b>	<b>42" x 66" x 4"</b>	Telescopes to accommodate shorter lengths					

\*Storage centers with 10' ceilings provide 25% more cubic feet than shown here.

# Moving Advice

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## When you use a moving company...

**Movers come in all shapes, sizes and reputations.** Before you sign a contract make sure you understand everything – the best movers will take the time to explain it to you. Remember – no contract means that the mover may not show up on the day you plan to move.

### Getting the right information and a Quote:

- Be sure to show the mover everything to be moved
- Ask if they have any special handling charges for items added after the quote
- Ask how many people they will provide to load and unload the truck
- Obtain a written estimate before the move, and ask what charges may be added after they have your goods.
- Ask if they will weigh the truck after it is loaded and modify the estimate. If so, get a limit placed on the estimate, write it on the contract stating that it is a maximum charge. Have the mover initial it.
- Verify that the mover has the right license.
- Check their insurance coverage.
- Ask for and call several references.
- Ask them how damages are handled.

**Movers come in and out of our storage centers every day.** We can tell you which movers our customers most appreciate. Keep in mind that the movers cannot always determine how long the move prior to yours will take, so make allowance for a possible delay. The complaint history for public movers is available... see Yellow Pages under the “Movers” heading for whom to call.

### Truck Rentals

It can be difficult to get a truck rental reservation for a local move during peak summer periods... especially around Memorial Day, July 4th, and Labor Day. Many rental companies give preferential treatment to long-distance, one-way renters. If your move is local, our recommendation is to avoid these busy times, or book your truck very early, and confirm your reservation repeatedly the week of your move. Better yet, reserve the Access truck made available to you FREE for moving into storage at most Access locations.

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## When you are the mover...

**These labor saving tools are invaluable...** and available for your use FREE if you've contracted for space at any Access location:

- 4-wheel wooden dolly: For moving large pieces of furniture. Just roll them from home to vehicle to storage room.
- Appliance dolly: Load-locking straps and stair climbers make it easier to move heavy, bulky appliances like refrigerators.
- Hand truck: Lightweight and easily maneuverable, a hand truck makes moving a stack of boxes easy and takes the strain off of your back.
- Rolling flatbed cart: Available at all Access locations to help move many items at once from vehicle to storage room.

### Protection for you and your possessions

Use gloves and back supports. Protect your furniture using pads available for rent with your truck, or you can use your own old blankets and comforters.

**“If you need the names of movers, call Access and we can give you the names of several movers our customers rely on.”**

Mother Foy

### Loading the Truck

Park your truck as close to your home as possible. Load one quarter of the truck at a time, packing it as tightly as possible, floor to ceiling. Tie down each quarter. Usually the appliances and largest items go in first, heaviest items on the bottom and lighter items on top. Mattresses, table tops, and other long items fit well along the sides of the truck. Mirrors ride best placed between mattress and box spring.

### Save your back

Always bend your knees and use your leg muscles when lifting heavy objects. Never lift with your back bent. Never push a hand truck up a ramp... always pull it so that you are higher on the ramp than the loaded hand truck.

### Get help

Enlist a partner or two. Your helpers don't have to be experienced movers. Even a young child can hold open the door for you.

### Don't forget fluids and food

Don't get dehydrated, especially in the summer. Drink plenty of water. A cooler packed with snacks will be a welcome sight to you and your movers at some point in the day.





# Access Self Storage

We make storage convenient for you!

## IN NEW JERSEY:

Bernardsville, 3 Old Quarry Rd. ....	908 953-0660
Clark, 360 Central Ave. ....	732 680-1010
Cookstown, 66 Cookstown-Wrighttown Rd. ....	609 758-3222
Franklin Lakes, 574 Commerce St. ....	201 337-0099
Haledon, 217 Belmont Ave. ....	973 790-0340
Haledon, 400 W. Broadway ....	973 904-0490
Kenilworth, 750 Kenilworth Blvd. ....	908 259-1020
Lawrenceville, 300 Lawrence Station Rd. ....	609 584-1133
Little Ferry, 50 Bergen Tpke. ....	201 641-4415
Manalapan, 100 Madison Ave. ....	732 792-8200
Manchester, 2420 Ridgeway Rd. ....	732 323-0700
Manville, 55 Beekman St. ....	908 725-8476
North Brunswick, 534 Milltown Rd. ....	732 745-0005
Norwood, 500 Livingston Ave. ....	201 768-8868
Toms River, 3200 Route 37 East ....	732 288-0101
Wayne, 575 Highway 23 ....	973 628-7766
Woodbridge, 135 Amboy Ave. ....	732 750-1440

## IN NEW YORK:

Congers, 259 N. Route 9W ....	845 267-4700
Long Island City, 29-00 Review Ave. ....	718 729-0442

MANAGED BY: Access Management Co.

208 Gates Rd., Little Ferry, NJ .....201 807-1010

[www.accessselfstorage.com](http://www.accessselfstorage.com)

