

## PACKING CHECKLIST FOR STORAGE

### GENERAL INFORMATION:

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ STORAGE START DATE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ STORAGE FACILITY: \_\_\_\_\_

### LABELLING INSTRUCTIONS:

- 1. ASSIGN A UNIQUE IDENTIFIER TO EACH BOX OR ITEM:** USE NUMBERS, LETTERS, OR A COMBINATION TO UNIQUELY IDENTIFY EACH BOX OR ITEM.
- 2. LIST CONTENTS CLEARLY:** WRITE A DETAILED LIST OF THE CONTENTS ON EACH BOX. BE SPECIFIC TO AVOID AMBIGUITY DURING RETRIEVAL.
- 3. INDICATE THE ROOM:** SPECIFY THE ROOM FROM WHICH THE ITEMS WERE TAKEN (E.G., KITCHEN, BEDROOM, OFFICE). THIS HELPS IN ORGANISING BOTH THE STORAGE UNIT AND EVENTUAL UNPACKING.
- 4. NOTE FRAGILITY AND HANDLING INSTRUCTIONS:** CLEARLY MARK BOXES CONTAINING FRAGILE ITEMS WITH "FRAGILE," "HANDLE WITH CARE," OR SIMILAR WARNINGS.
- 5. SEAL AND SECURE:** ENSURE ALL BOXES ARE SECURELY SEALED WITH STRONG TAPE AND THAT LOOSE ITEMS ARE APPROPRIATELY WRAPPED OR COVERED.
- 6. USE WATERPROOF LABELS:** TO PREVENT DAMAGE AND ENSURE VISIBILITY, USE WATERPROOF LABELS AND MARKERS FOR ALL ANNOTATIONS.

### CHECKLIST FOR PACKING AND LABELLING:

- ALL BOXES/ITEMS HAVE A UNIQUE IDENTIFIER.
- CONTENTS ARE LISTED CLEARLY AND IN DETAIL.
- ROOM LOCATION IS INDICATED.
- FRAGILITY IS CLEARLY MARKED.
- HANDLING INSTRUCTIONS ARE PROVIDED WHERE NECESSARY.
- LABELS ARE WATERPROOF AND SECURELY ATTACHED.

SHEET INFORMATION:

ROOM: \_\_\_\_\_

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