Tips for Successful Storage

Changes to the storage schedule this year.

Please plan ahead, there will be days that storage will not be open due to the busy Commencement week schedule for the Custodial Department

- Place label on side of box, not the top
- Label all sides of boxes – be creative, make your box recognizable, easier to locate for pick up
- Tape both top and bottom of box with packing tape or designer duct tape
- Pack early, store early – pack items that you do not need towards end of term and get in storage early, eliminating last minute stress
- Do not over pack your box. Custodians are not to be lifting your boxes and you may end up on the top shelf. If you can’t lift it, who will?
- Do not pack liquids i.e. laundry detergent, shampoo, lotion due to leaking. If you need to pack these items, place in zip lock plastic bag
- Do not pack perishable items, food will not keep over the summer
- Clean your refrigerator – no food – no moisture. Tape fridge shut, label with sticker
- Tape plastic totes and plastic totes with drawers shut and remember to label with your initials
- Sign your name in storage binder alphabetically with last name first
- Print legibly
- Take pictures of your boxes and the building for memory
- Please plan accordingly – allow for enough time – each location usually has long lines waiting to store
- Return carts immediately for the next person to use (you will be charged for carts not returned to their original location)
- Remember if you are Off Campus next term to store in Off Campus locations only (Musser and Goodhue). Example: We open Off Campus Storage (Musser and Goodhue only) for incoming Winter Term. The other locations are not open, so if you store in Cassat, that will not be assessable for you to retrieve your items
- If you are returning in August for Early Arrival, you want to store in Early Arrival only (Musser). Example: If you are arriving in August this fall, we will only staff Musser, if you store in Watson, you will not be able to retrieve your items
- Remember the College is not responsible for your stored items or items left in hallways. Please be responsible for your belongings