



Self Storage Guide for Business Owners

At LifeStorage, we are here to help Business Owners make their business successful by offering additional commercial space for keeping tools, inventory, samples, supplies, records and paperwork. A cluttered workspace can make you feel disorganized and distract you from the important aspects of your business. Here is an easy to follow guide to help you get your business to the next level and stay organized in your storage unit. Organizing your business storage space will reduce your stress, and it will decrease your chances of overlooking important items.

A Storage unit can serve as an extra office space.

- Make a list of items you plan on storing in your storage unit. Dispose of the items that you do not need.
- Determine whether you will be just visiting space to pick up items (how often) or you will be using it as an everyday workplace.
- Based on your list establish how much space you might need. You might need just a storage unit for your inventory, tools, etc. or desk space and the regular office set up. Life Storage staff can help you determine the size of storage unit needed based on your needs.
- Get estimates from several self storage companies on storage unit. We recommend going online ad checking the facilities that you are considering for the positive reviews.
- Consider 24 hour access to your unit. Our facilities are open 7 days a week. Mon – Fri. 9am - 6pm, Sat. 9am – 5pm, Sun. 1pm – 5pm with access hours between 5am and 11pm 365 days a year. If this does not cover your needs we have 24 hour access available.
- Climate controlled storage units is a great option for a business. If your plan is to work out of the storage unit it is a must that you choose unit that is climate controlled. The temperatures in climate controlled units are kept between 55-80° which is crucial if you are planning of storing the following items:
 - Documents, photos and other paperwork.
 - Furniture
 - Computers & other office equipment
 - Pharmaceutical samples
 - Clothing
 - Archive documents
 - Any other items that should not be exposed to extreme temperatures
- Adequate shelving and packing will help you stay organized. Even though self units are designed to protect your valuables it is necessary to have shelving and boxes to help you

organize all stored items as well as keep them off the floor and take advantage of the vertical space. Check Life Storage inventory for all kinds of shelving solutions as well as wide range of boxes and packing supplies.

Enjoy your new Storage Unit!

And remember, when it comes to finding the right place for your stuff, LifeStorage is always here with helpful tips and solutions to store your items and keep them in a climate-controlled storage unit you can feel good about!



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