



SPACESHIP



SPACESHIP PACKING GUIDE



A big hello from us here at Spaceship Storage.

At Spaceship, we know that the proper packaging can ensure your items remain in their best condition while in transit and storage. Here we have compiled some packing advice and storage tips to help you prepare for your moving or storage.

While movers generally do their upmost best to handle the transportation and storage of your items with care, it is good to give your belongings an additional layer of attention before a move.



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Choosing the Right Packaging Materials

High quality packaging and storage materials will provide your belongings with the adequate protection and cushioning to keep them in their best condition during transit and storage. To avoid damages to your items during storage, take into consideration your items' size, weight, shape, fragility and value when choosing your packaging materials.

External Protective Packaging

The two most commonly used packaging materials are cardboard and plastic boxes. Here are some general features of each of these packaging materials.

Cardboard Boxes

- Readily available in various dimensions to suit the requirements of customers
- Lightweight and easy to handle
- Made of corrugated paperboards with air columns that act like a cushion for your items inside

Plastic Boxes

- Durable and waterproof
- Provides great protection for items that are sensitive to temperature

Internal Protective Packaging

The slightest movement while in transit can cause damages to the items inside your box. Internal protective packaging serves mainly three purposes: surface protection, cushioning, and void fill. Select the right packaging supplies and use them correctly to minimize damages to your items.

Surface Protection

- Protect items' surfaces from suffering damages when they rub against each other
- Useful packing supplies include: Bubble wrap, foam wrap, corrugated wrap, packing paper

Cushioning

- Protect items from suffering damages due to impact or vibration in transit
- Useful packing supplies include: Bubble wrap, foam wrap, air bags

Void Fill

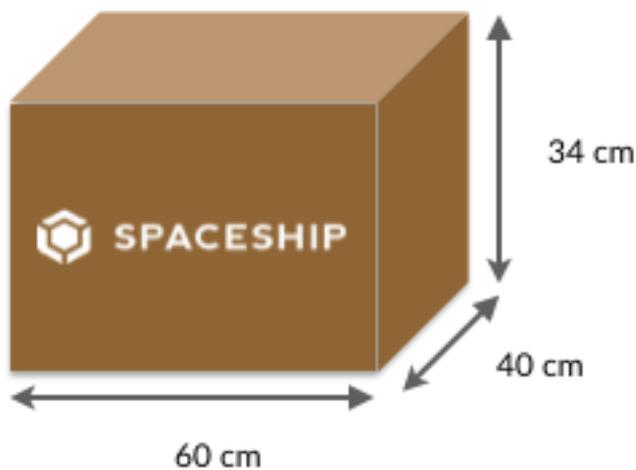
- Prevent items from colliding with each other in the box by filling up the empty spaces.
- Useful packing supplies include: Bubble wrap, foam wrap, foam peanuts, airbags, corrugated inserts

Spaceship Boxes and Specifications

Spaceship provides you with the basic packaging materials that you need, including boxes, bubble wrap and tape.

Spaceship Cardboard Boxes

60cm(l) x 40cm(w) x 34cm(h) Double walled cardboard



What can a standard carton box contain?

This is what a single box can approximately contain,

- Shoes x 9 pairs         
- Medium sized soft toys x 5     
- Old toy collection x 10 blister packs          
- Pillows x 2  
- Cooking ware x 3 pans + 2 pots     
- Blanket x 2 queen size comforters  



Use the Right Packaging Techniques

After selecting the right packaging materials, it is important to adopt the appropriate packaging techniques for different items to ensure that they maintain their original condition while in transit and storage.

General Packing Tips

- Pack heavier and larger items at the bottom of the box and lighter items towards the top of the box.
- Pack small light items in larger boxes and large heavy objects in small boxes.
- Bear in mind the weight of your boxes. Packaged boxes should not weigh more than you can lift.
- Pack the appropriate amount of things and use boxes of the right dimensions. Overloaded cartons may burst while under-filled ones are likely to collapse.
- Pack your boxes snugly to reduce movement within the boxes.
- Pack similar items in the same box and keep separate parts of items together. Keep screws, nails, wires & cables in labeled zip-lock bags for quicker assembly in future.
- Keep an inventory of the items in each box for easy retrieval.

General Tips for Specific Items

Refrigerators

- Empty your fridges and defrost them thoroughly (at least two days) before storing to avoid water damage and mold growth.
- Fridges should be thoroughly cleaned and dried before storage.
- Secure the fridge doors slightly ajar to prevent mold growth and odour.

Washing Machines

- Drain washing machines and ensure they are thoroughly cleaned and dried before storage.
- Remove hoses and other removable parts and thoroughly clean and dry them before placing them within the appliance.

Clothing and Linen

- Pack clean and dry clothing in cartons with some naphthalene or mothballs (do not place them in direct contact with your clothes).
- Avoid packing your clothes in sealed plastic bags as humidity and moisture can cause mildew and mold growth.



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Furniture and Upholstered Products

- For wardrobes, drawers, cupboards & cabinets, empty them of all contents.
- Disassemble your furniture items where possible (e.g., remove legs from tables & chairs, remove planks from bed frames) to save space and avoid damage.
- Fabric sofas & chairs should be cleaned and vacuumed thoroughly to prevent mildew and mold growth during storage.
- Protect upholstered furniture with covers, bags or sheeting.

Books

- Lay books flat in boxes, with the biggest books at the bottom, to prevent damaging their spines.
- Divide your books into different boxes as an entire box of books becomes too heavy.

Glassware and Dishes

- Wrap each item individually in packing paper. Pack glasses & cups with their rims down. For plates, pack them vertically instead of stacking them on top of each other.
- Layer the bottom and top of cartons with protective packaging materials for additional cushioning. Fill up any empty spaces in the box to prevent

movement within the box.

- Place the more fragile and delicate items on top.

Mirrors, Glass/Marble Table Tops & Framed Paintings

- Use masking tape to mark an "X" across the mirror, glass or paintings to prevent the glass from cracking or shattering.
- Place a piece of cardboard over the glass and wrap the entire item with bubble wrap or linens.
- Lay them vertically upright in boxes. Fill up any empty spaces in the box.

Computers, Electronic Devices & Electrical Equipment

- If possible, pack them in their original packaging. Otherwise, wrap them individually with bubble wrap and pack them in large sturdy boxes.
- Fill out any extra spaces with crumpled newspaper and use some packing or linen at the bottom and top of cartons. Do not use Styrofoam peanuts as they can generate static and might damage some components.
- For printers, remove ink jet or laser printer cartridges and store them separately.
- Take a picture of how your electronics are connected before unplugging to remember what goes where when reassembling.



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Battery Operated Appliances

- Remove batteries in all battery-operated appliances to avoid damage due to leakage.

Metal Items

- Wrap silver in non-acid tissue paper or plastic bags to reduce tarnishing.

Glass Cups

- Wipe chrome or cast iron with some machine oil to slow down rusting. •

Musical Instruments

- For stringed instruments, loosen tension on the strings to prevent them from breaking or warping the neck. •
- Choose a climate-controlled storage environment to avoid damage by humidity and moisture.

Specific Tips for Wrapping Items

China Plates and Bowls

- Put a plate/bowl on a piece of packing paper facing up. Pull the corners up to cover the plate/bowl then tuck it under.
- Place another plate on top or nest the bowl inside and repeat the process until you have a stack of four plates/bowls.
- Wrap the bundle of four plates/bowls together.
- For plates and bowls of different sizes, pack them individually. For bowls, tuck the excess corners inside the bowls.

Glass Cups

- Wipe chrome or cast iron with some machine oil to slow down rusting.
- Scrunch up some packing paper and place it inside each cup. For mugs with handles, wrap the handle with bubble wrap.

Lay your cup flat on the packing paper and roll up the cup diagonally from one corner. Fold the excess sides in while rolling.

Stemware

Use packing paper or bubble wrap to wrap around the neck of glasses. Stuff the glass with scrunched up packing paper.

Lay the glass flat on a packing paper and roll up the glass diagonally from the corner. Fold the excess sides in while rolling.



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Large Furniture Pieces

- For wooden or leather furniture, use paper padding or furniture pads to wrap them, then use plastic wrap on top to secure the paper to the furniture. Wrapping wooden or leather furniture with plastic directly can cause them to lose shape or mold.
- For upholstered furniture, wrap them directly with plastic to protect them from dust and dirt.
- To wrap large pieces of furniture, simply hold the stretch-wrap roll and walk around the furniture, letting the roll unravel around it.

Sealing your boxes correctly makes sure that your boxes are able to withstand moving and stacking while remaining secure and closed throughout. For items that need to be placed on pallets, we also offer you some palletizing tips to ensure your load stays secure on the pallet.

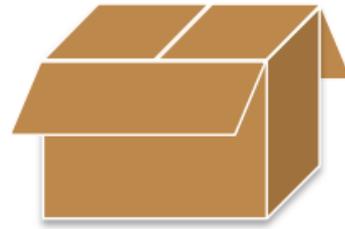
Sealing Tips

- Seal your carton boxes using the “H” seal method on the top and bottom to provide extra protection and security.
- For heavier loads, use a few layers of tape to secure your boxes.
- For tapes, we recommend using polypropylene tape, vinyl adhesive tape, or fiber-reinforced paper. Avoid using kraft paper tape, cellophane tape, masking tape, string or rope to seal your boxes.

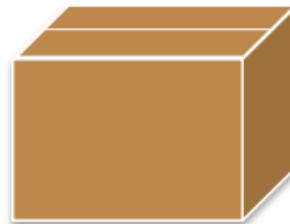
“H” Seal Method

The “H” sealing method is one of the most effective and commonly used ways of sealing carton boxes securely.

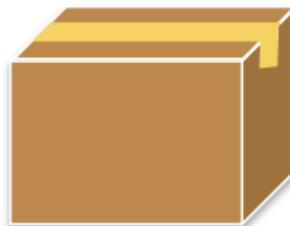
STEP 1: Fold the two flaps in.



STEP 2: Fold the two larger flaps.



STEP 3: Tape down the middle of the box where the flaps meet.



STEP 4: Tape the two opposite edges of the box, forming a letter “H”.



Palletising Tips

- Before loading anything onto your pallet, check that your pallet is sturdy and undamaged.
- Check that the product is within the weight limit of the pallet.

Loading Your Pallet

- For multiple boxes, stack boxes squarely on pallet, corner-to-corner with no overhang (stack them near the edge but do not extend beyond the pallet). Do not leave too much space between your items and the pallet edge either.
- It is best to load items in a general cubic shape. Do not pyramid stack your loads or stack them too high.
- Distribute the weight evenly on the pallet. If the products do not make an overall square load, try to centralise the weight of the load on the pallet.

Wrapping Your Pallet

Secure your loads to the pallet using shrink-wrap. A properly shrink-wrapped pallet should be like a single unit, with no shaking or instability of contents. Two commonly used methods are using a heat shrink bag or manually wrapping shrink film around your pallet.

Using a Heat Shrink Bag

- Place your heat-shrink bag over your items and pallet. Make sure it is snug over the entire pallet and load.
- Tuck the excess plastic at the bottom of the bag around the corners of the pallet.
- Use a heat or shrink gun to heat the plastic and shrink the bag to the pallet and its items. Start from the base, followed by the top, then use a slow back-and-forth sweeping motion for the sides.

Using Manually Applied Film

- Use PVC (polyvinyl chloride) shrink film or polyolefin plastic film to shrink-wrap your items and pallet.
- For loads that are a general cube, protect the edges of the stack with a paper edge protector. Use paperboards to protect all surfaces.
- Roll out approximately a yard of plastic from the stretch film roll and squeeze about 8 inches of the end into a rope-like shape.
- Thread the rope portion around a corner of the pallet and wrap the film around the base of the pallet, keeping the film tight without tearing it.
- Wrap the base of the pallet at least five times before continuing upwards to wrap the rest of the items in the same direction.



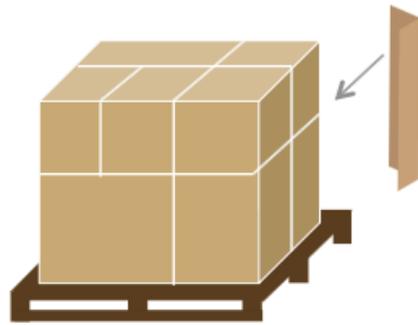
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- You can either end at the top of the load or wrap back down again for extra security. Once your pallet is firm and secure, tear off the film and fold it under one of its own layers.
- Heat the shrink-wrap if necessary to stabilise the pallet (especially for heavy or industrial jobs).

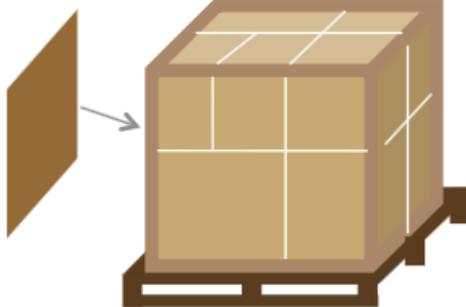
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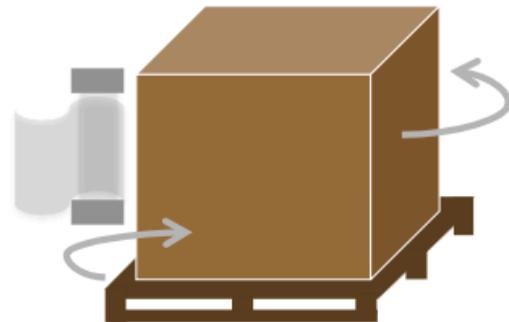
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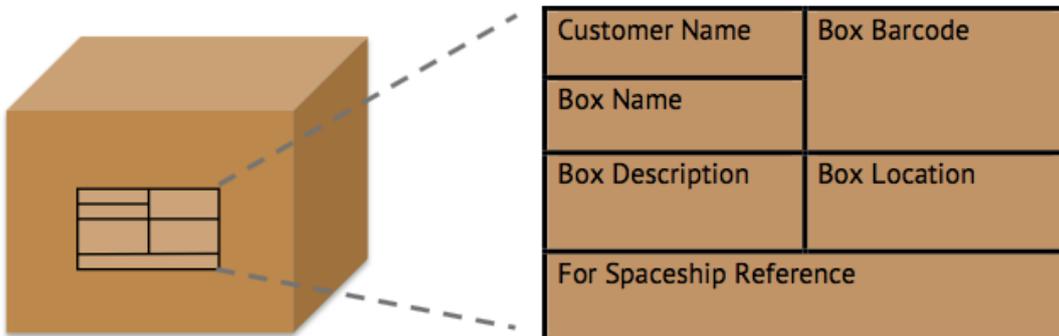




Labelling Your Spaceship Cartons

Paste the given label at the allocated space on the Spaceship boxes and fill in the other fields accordingly.

- Customer Name – Your name
- Box Name – Name your boxes for easier reference (e.g. Kitchen items, Books, etc.)
- Box Description – Describe briefly the contents of your boxes (e.g. Plates, Old textbooks etc.)
- Box Barcode – Paste the label given to you in this space
- Leave the fields “Box Location” and “For Spaceship Reference” blank.





Prohibited Items For Storage

Do take note that we do not store the following items:

- Drugs or drug paraphernalia
- Firearms, explosives, flammables, and other hazardous items
- High value items like antiques, fine art, fine wine, jewelry, bullion or precious stones.
- Items that contain breakable glass
- Living things
- Perishable items
- Stolen, illegal items or items that contravene in any way the laws of Singapore and any other application regulations.

Spaceship reserves the right to refuse the collection, storage, or delivery of any items at our absolute discretion. We also reserve the right to open any storage boxes if we reasonably believe that they may contain the aforementioned items.



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This storage guide is solely for informational purposes only. It is provided to Spaceship customers to help reduce any loss or damage of belongings due to improper packaging. We make no warranties regarding the information provided here. Proper packaging is the sole responsibility of the customer.

For more information, contact us at 6220-0126. Refer to our website www.spaceship.com.sg/terms-and-conditions for our terms and conditions.

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