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Packing and inventory sheet

Number every box, write down what is in it, and know what you sent.

Write the number on two sides of the box and again here. Photograph the loaded unit before the door closes and keep this sheet with the photos. Useful volumes: medium box 0.08 m³, large box 0.12 m³, king bed and mattress 1.80 m³, three-seater sofa 1.40 m³.

Box / item	Room	What it is	Fragile	Store, sell, give	~ m³
14	*Bedroom*	*Cables and chargers*		*Store*	*0.08*

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Packing checklist and four-week plan

Tick as you go.

Before it goes in the unit

- [ ] Everything clean and fully dry
- [ ] Beds and wardrobes taken apart, screws in a labelled bag taped to the piece
- [ ] Wood and leather wrapped in cotton or moving blankets, not tight plastic
- [ ] Mattresses in a bag, laid flat, nothing on top
- [ ] Fridge and washing machine emptied, defrosted, dried and left slightly open
- [ ] Batteries out of electronics
- [ ] Heavy boxes small, light boxes large, every box labelled on two sides
- [ ] No food, alcohol, plants, or flammable or pressurised items in the load

Keep with you, not in storage

- [ ] Passport and Emirates ID
- [ ] Tenancy contract and handover papers
- [ ] Visa papers and bank cards
- [ ] Car documents and spare keys
- [ ] Chargers and clothes for the first week
- [ ] Anything you would need in a hurry

Four weeks to collection day

4 weeks out	List what is kept, sold, given away or thrown out. Get the volume from the calculator. Decide how long you need.
3 weeks out	Send your enquiry with the address, building access and a window of dates. Read the quotes against the twelve questions. Ask building management what they need.
2 weeks out	Sell, donate, bin. Run the calculator again. Put the papers you carry in one bag.
1 week out	Pack by room, number every box, fill in this sheet. Take furniture apart. Defrost the fridge.
Collection day	Lift and loading bay booked, access card to hand. Photograph the loaded unit. Keep the signed paperwork and the unit number.
While stored	Put the end date and notice period in your calendar, a month ahead. Ask what notice a visit needs.

> Which things need air-conditioned storage? Wood, leather, mattresses, electronics, books, photographs and anything glued. Metal, tools, tiles and garden furniture can sit in ambient storage. The full guide: storageinuae.com/guides/