

## ***4 Tips For Small Business Owners Selecting An Off-Site Storage Facility***

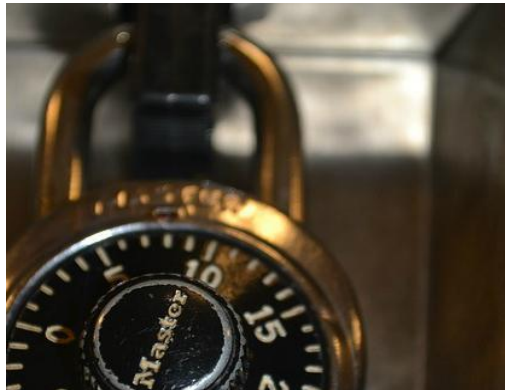


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As a small business owner, it's a good idea to have an off-site storage unit for a variety of reasons. If disaster strikes your business, you have important items backed up and stored away for safe-keeping. It's also possible you just don't have room for everything you need at your place of operation. Whatever you need extra storage for, there are four important things you should keep in mind when selecting the right facility and unit.

### **1. Spring for Climate Control**

Having a storage unit with climate control is particularly important to businesses who have important documents and materials that can be affected by extreme temperatures. Typically a climate-controlled unit will be kept in a safe 55 - 85 degree range without letting humidity get bad. This is ideal if you're storing important financial documents or industrial equipment and electronics.

In an article about the importance of climate-controlled storage to small business disaster planning, [ClosetBox reports](#), "If left in extreme temperatures and high humidity, industrial equipment comprised of metals are prone to rust. Electronics can also suffer from rust as well as water damage from humidity that render them useless. Your important documents can yellow and fade, and in extreme cases, grow mold and mildew when humidity is high. If your business requires you to keep any of these items or ones that are less commonly used by most businesses – such as wood, fabric, wine, or media such as DVDs and CDs – climate control is essential!"

### **2. Don't Overspend On More Space Than You Need**

Typically, a small-to-medium-sized storage unit will be sufficient for the needs of a small business. A 5'x5' unit is ideal for business records or sales rep materials, and a 5'x10' unit can usually store business supplies and records. If you need to go a little bigger, you can go for a 7.5'x10' unit. You can always go bigger still, but this range is likely to be

adequate for the off-site storage needs of most small businesses. If you outgrow it, you can usually upgrade to a bigger unit at the same site.

### **3. Ask About Pest Control**

Make sure you're choosing a place that cares about whether or not pests can wreak havoc.

SpareFoot Blog has [a great interview](#) with a BullsEye Storage manager, who stressed the importance of this aspect of an ideal storage facility. A good one, he said, contracts with a pest control professional, who makes regular visits to the facility to prevent infestations of bugs, rodents and other animals that can find their way into storage units and destroy items.

### **4. Get The Right Lock**

It doesn't matter how safe your property is from pests if it's not safe from humans. Most storage facilities are gated and require codes for people to enter, but who's to say you should trust other people who also store items at the facility. You'll obviously need a lock, but you'll want to get one that is impenetrable.

Rather than a keyless lock or a padlock, a [disc lock](#) is recommended, as these were specifically designed for storage and cannot be broken with bolt cutters.

With these four simple tips, you have the basics covered: size and protection from the elements, pests, and people. These should be your primary concerns when storing important business materials, and if these are addressed, you should be able to sleep at night without having to worry about what you're storing.

***Aaron Mead** loves working with [ReadyJob.org](#) because he is able teach young people how to get started in the job market and research all-things business. In his spare time, he enjoys playing intramural soccer, networking, and spending time with his family.*