36 CHECKS / STORAGE THAT WORKS FOR YOU

The business storage checklist

Storage should give you space and control. These 36 checks show what to cover - and how Ede's manages collection, tracking and planned returns around your business.

Start here: before requesting a quotation or booking a collection.

01 Build a useful inventory

STAGE 1 OF 3

- [ ] A clear purpose for storage: a move, refurbishment, archive, seasonal demand or future reuse.
- [ ] An asset owner, day-to-day contact and authorised people who can request items back.
- [ ] An inventory covering quantities, dimensions, condition, photographs and values where needed.
- [ ] Items separated into store, redeploy, repair, reuse, resale, recycling or clearance.
- [ ] Ownership, leased-item permissions and any off-site storage restrictions confirmed.
- [ ] An expected storage term, likely return dates and any urgent retrieval needs identified.

02 Choose the right arrangement

- [ ] Suitable storage conditions identified for furniture, IT, archives and specialist items.
- [ ] Confidential records, data-bearing devices and restricted-access items flagged in advance.
- [ ] The proposed storage arrangement checked for suitability, security and excluded items.
- [ ] A clear quotation covering collection, packing, storage, handling, retrieval and redelivery.
- [ ] Declared values, insurance or liability arrangements and the claims process agreed.
- [ ] Retrieval lead times, notice periods, minimum terms and extension arrangements understood.

MORE THAN SPACE: A MANAGED STORAGE SERVICE

Ede's helps you decide what to keep, how to store it and when it will be needed again. Our managed furniture, equipment and archive storage brings collection, inventory and planned returns into one coordinated service, tailored to your business.

Find the right storage arrangement with Ede's >

Tick what is covered. Use this guide with your move partner; timings and services are tailored to your project.

BUSINESS STORAGE CHECKLIST

Prepare & put into store

Before collection and on receipt into storage.

Your goal: protected assets, clear handovers and an inventory you can rely on.

03 Pack for the next use

STAGE 2 OF 3

- [ ] A unique reference for each asset, crate or archive box, linked to the master inventory.
- [ ] Clear department and item labels that keep sensitive contents and personal data private.
- [ ] Frequently needed items and likely retrieval dates identified before packing.
- [ ] Furniture and equipment clean, dry and suitable for storage, with any issues resolved.
- [ ] Dismantling, protection and packing arranged, with fixings, keys and accessories kept together.
- [ ] Batteries, liquids, aerosols and any restricted or hazardous contents checked with the storage team.

04 Control collection and receipt

- [ ] A collection slot agreed, with access, lifts, parking, contacts and handling responsibilities covered.
- [ ] Existing condition and damage recorded before assets leave the premises.
- [ ] Items counted against the collection inventory, with discrepancies or exclusions noted.
- [ ] Collection and receipt handovers recorded, with the dates and authorised contacts.
- [ ] The storage inventory checked against the collection record and any differences resolved.
- [ ] Authorised users know how to view stock, request returns and raise queries.

FROM YOUR WORKPLACE INTO STORE, ORGANISED

Ede's can take care of dismantling, protective packing, collection and the move into storage. Barcode tracking and an online inventory help you keep sight of what is held, while our team coordinates the practical details and agreed handling requirements.

Let Ede's handle the collection and storage >

Tick what is covered. Use this guide with your move partner; timings and services are tailored to your project.

BUSINESS STORAGE CHECKLIST

Retrieve, reuse & review

During storage, before redelivery and at the end of the arrangement.

Your goal: useful assets returned when needed, with stock and costs kept under control.

05 Keep storage under control

STAGE 3 OF 3

- [ ] Regular stock and cost reviews planned, including items with no clear future use.
- [ ] The inventory updated whenever items are added, returned, repaired or removed permanently.
- [ ] Access and retrieval permissions reviewed when staff or responsibilities change.
- [ ] Archive retention and any hold checked by the information owner before destruction is approved.
- [ ] Data-bearing equipment kept secure, with reuse or disposal authorised by the information owner.
- [ ] Phased returns planned, with deliveries combined where practical to reduce handling and transport.

06 Bring items back or close out

- [ ] Exact item or box references requested, with availability, charges and lead times confirmed.
- [ ] The receiving space, access, layout and any assembly needs checked before redelivery.
- [ ] A delivery slot, receiving contact, unloading arrangements and placement instructions agreed.
- [ ] Returned quantities and condition checked, with discrepancies recorded and the inventory updated.
- [ ] Permanent removals authorised, with relevant reuse, recycling or disposal evidence requested.
- [ ] Remaining stock and final charges reconciled, with the end of storage billing confirmed.

BRING ASSETS BACK WHEN THE BUSINESS NEEDS THEM

Ede's coordinates scheduled returns, transport and placement so stored assets can be put back to work. If your plans change, we can also help with redeployment, furniture reuse and responsible clearance, with relevant records agreed as part of the service.

Talk to Ede's about storage and planned returns >