

ORGANIZATIONAL CHECKLIST

CLOSET

- Help Preparation to Purge, Donate, Throw Away, Sell
- Wardrobe Edit
- Organize Hanging Garments by Type and Color
- Set Up Zones for Quick Access
- Sort and Arrange
- Space Planning and Design/Container Solutions (Client Provides Products)

KITCHEN

- Help Preparation to Purge, Donate, Throw Away, Sell
- Categorize Food and Appliance Storage
- Item Placement for Better Efficiency
- Refrigerator/Freezer Cleanout
- Kitchen Office Organization
- Space Planning and Design/Container Solutions (Client Provides Products)

BATHROOM

- Help Preparation to Purge, Donate, Throw Away, Sell
- Categorize Toiletries and Appliances
- Item Placement for Better Efficiency
- Space Planning and Design/Container Solutions (Client Provides Products)

PANTRY

- Help Preparation to Purge, Donate, Throw Away, Sell
- Store Foods Systematically in Groups
- Wipe Down and Line Shelves (Client Provides Products)
- Space Planning and Design/Container Solutions

PLAYROOM, MUDROOM, LAUNDRY

- Help Preparation to Purge, Donate, Throw Away, Sell
- Create a Functional Space for Kids for No Hassle Clean Up
- Categorize Items/Toys
- Space Planning and Design/Container Solutions (Client Provides Products)

OFFICE

- Help Preparation to Purge, Donate, Throw Away, Sell
- Yearend Filing, Organizing Receipts, Create New Filing Systems
- Suggestions to Streamline for Efficiency and Time Management
- Space Planning and Design/Container Solutions (Client Provides Products)

