

ORGANIZATIONAL SERVICES CHECKLIST



✓	CLOSET
	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
✓	KITCHEN
	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
✓	BATHROOM
	Purge, Donate, Throw Away, Sell
	Categorize Toiletries and Appliances
	Item Placement for Better Efficiency
	Space Planning and Design/Container Solutions
✓	PANTRY
	Purge, Donate, Throw Away, Sell
	Store Foods Systematically in Groups
	Wipe Down and Line Shelves
	Space Planning and Design/Container Solutions
✓	PLAYROOM, MUDROOM, LAUNDRY
	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
✓	OFFICE
	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