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Guidelines for Home Storage

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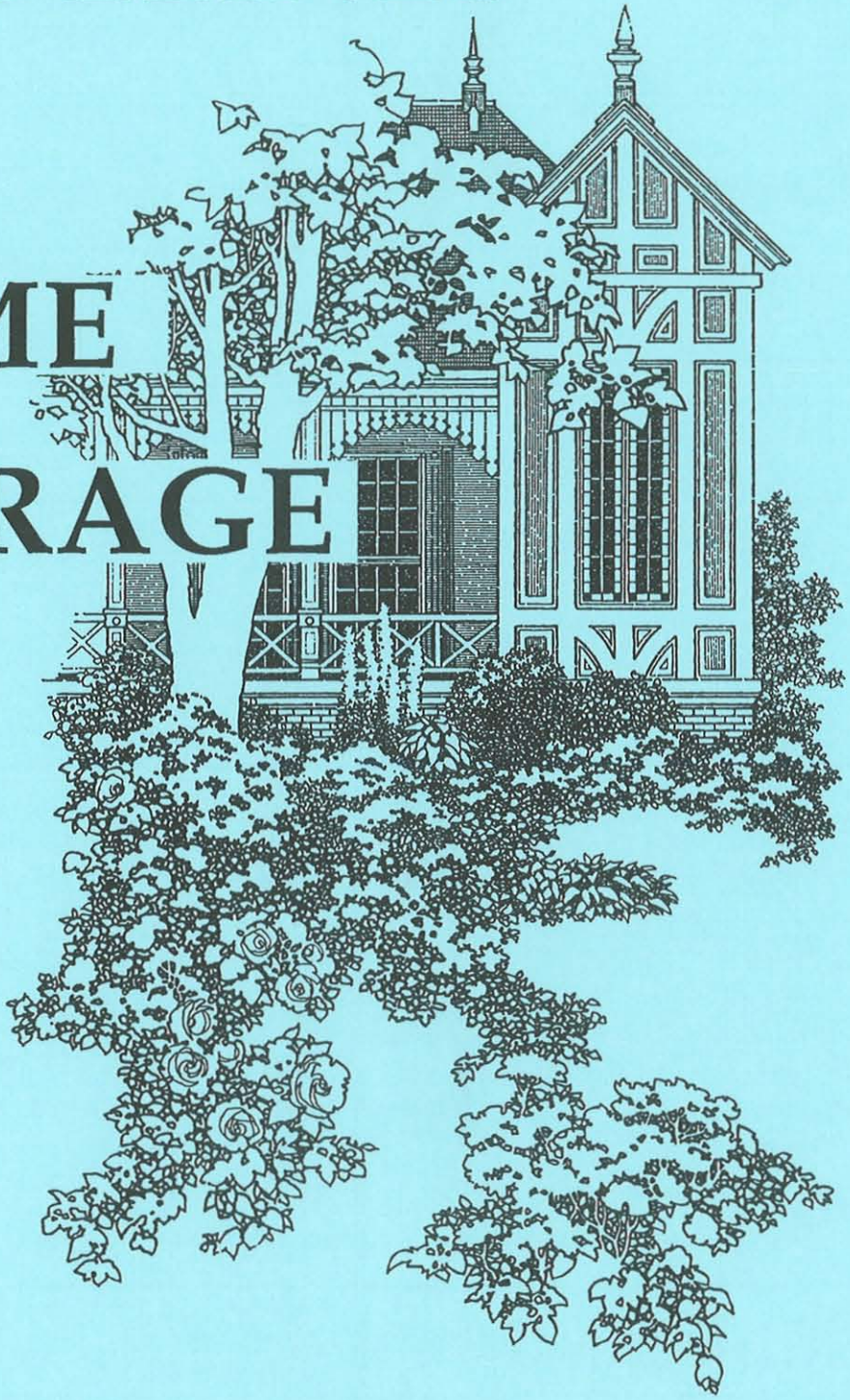
GUIDELINES FOR HOME STORAGE



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COOPERATIVE EXTENSION SERVICE
UTAH STATE UNIVERSITY

GUIDELINES FOR STORAGE

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Values help determine the way you live day to day, the way you make decisions in real life situations. When you plan storage, consider the things you think are most important and the needs of the people with whom you live.

1. Ged rid of belongings you don't use, need, or treasure anymore. Recycle them for yourself or someone else. Sell, or give them away. This will give you space for things more important to you and your family.

   Learn what you must keep—home business things, such as records, receipts and so forth.

   What kinds of things do you need more than one of, for example—shears in kitchen, bedroom, basement.

2. Put seldom-used or out-of-season articles in boxes or bags in your less-accessible storage areas. This will provide more convenient space for the things you use everyday.

3. Store articles near where they will be used to save steps. Look at what you have and where you use it to know where to store it.

   Analyze how and where to do a specific job, then keep together the things needed for that job.

   Put often-used items where you can get to them easily. Group together articles of a similar nature. It saves time.

   Place things so you can see them easily, then you can reach them easily.

   Arrange articles so you can remove them without disturbing other things, to avoid messing, crushing, or knocking over things.

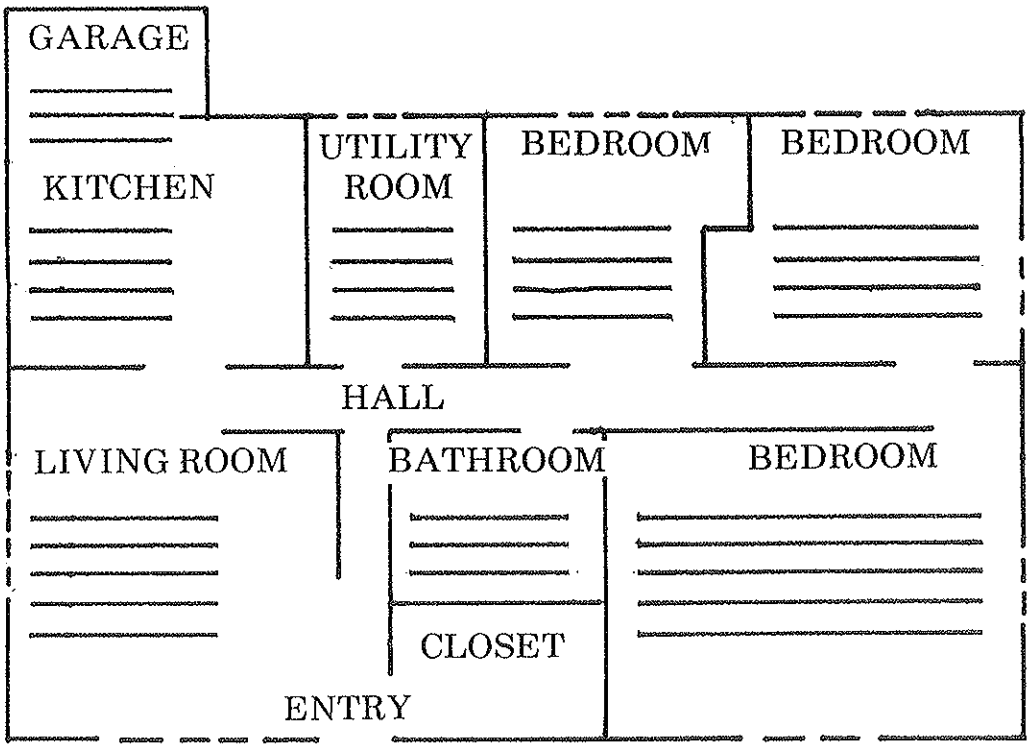
4. Store items safely—heavy articles within a foot either way of waist height; dangerous articles, including drugs, out of reach of children or in locked storage; accessible without dangerous climbing; on furniture sturdy enough for the weight of the articles and where there is no danger of things tipping over.

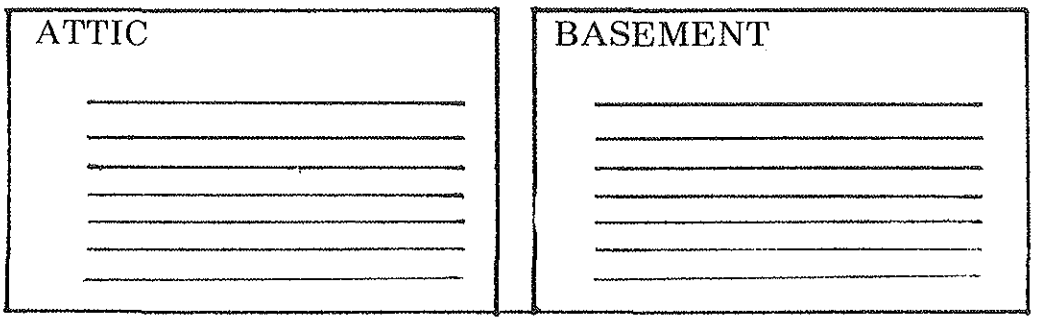
You'll find it helpful to draw a "skeleton floor plan" of your house, upstairs and downstairs. Include basement, attic, garage and any out-buildings that can be utilized for storage. This will remind you of the placement of doors and windows and of the relationships of one room to another, which will help you in planning for convenient storage of your family's belongings. Make a list for each room of what you would like to store there. You can refer to this list and to your over-all floor plan as you work out your storage solutions for each room.

Good Luck! It's a tremendous job. If you go about it systematically, one room at a time, there should come a day when you will complete the project. Then you'll be glad that you did take a look at storage all around the house.

Storage Floor Plan

What would you like to store in each room all around the house?





CHECK OR CIRCLE YOUR CHOICE(S)

What to store (See floor plan) and space available	Storage Furnishings Needed	What I will do (adapt, build, make, or buy)
Toys or games (Adult and/or children's) What room(s)? Nearby areas—basement, attic, alcove, closet, under bed, under sofa? List—	Trunks, cardboard boxes, storage cubes, shelves, chest or separate drawers, multi-purpose furniture Other—list	
Books, magazines and newspapers What room(s)? Nearby areas? List—	Multi-purpose furniture Racks, wall units, bookcases, shelves, buckets, scuttle, wine rack, baskets, Organizers, storage cubes Other—list	
Business and financial records What room(s)? List—	Strong box, file cabinet(s), boxes on shelves, multi-purpose furniture Other—list	

What to store (See floor plan) and space available	Storage Furnishings Needed	What I will do (adapt, build, make, or buy)
Party gear—indoor and outdoor Which room(s)? Kitchen, pantry, dining room, den, living room, attic, basement? List—	Cupboards, shelves, Pegboard Other—list	
Outdoor tools and living items Which room(s)? Garage, porch, basement, tool shed List—	Cupboards, shelves, buffet, bookcase, built-ins Other—list	
Art & Music Which room(s)? List under each category	Piano seat, cabinets, shelves, basket Other—list	

If you decide to adapt, build, make or buy storage furniture, you might ask yourself these questions:

	Yes	No
Will it take much skill?	☐	☐
If I don't know, do I want to learn?	☐	☐
Do I have time to learn the skill required?	☐	☐
Will it cost money to learn the skill?	☐	☐
Am I or will I be skillful enough to produce the results I want?	☐	☐
Do I have the necessary equipment?	☐	☐
Do I have the money to buy needed materials?	☐	☐
Could I spend my time more profitably?	☐	☐
Does my family have a preference?	☐	☐

Adapted from material developed by the University of Connecticut, Cooperative Extension Service.