

Storage Checklist

A smart storage plan to declutter, label, rotate, and protect everything you keep.

Declutter Before You Store

- ☐ Sort items into keep, donate, sell, and toss before storing
- ☐ Keep only what you use, need, or genuinely value
 - Storing clutter just postpones the decision.
- ☐ Repair or clean items before they go into storage
- ☐ Remove anything broken, expired, or duplicated
- ☐ Group remaining items by category for easy planning

Choose Containers and Spaces

- ☐ Match container size to the items and the available space
- ☐ Pick clear bins for items you need to see quickly
- ☐ Use airtight containers for textiles and food-related items
- ☐ Reserve sturdy, lidded boxes for long-term storage
- ☐ Make use of under-bed, over-door, and high-shelf space
 - Vertical and hidden space is gold in small homes.

Label Everything Clearly

- ☐ Label each container on more than one side
- ☐ List the main contents so you avoid digging
- ☐ Use a consistent color or number system by category
- ☐ Keep a master list of what is stored where
- ☐ Update labels whenever the contents change

Decide What to Store Where

- ☐ Keep frequently used items in easy-to-reach spots
- ☐ Move rarely used items to high shelves or the attic
- ☐ Store heavy items low and light items up high
 - This prevents strain and tipping hazards.
- ☐ Place moisture-sensitive items away from basements and garages
- ☐ Group items by the room or activity where you use them

Plan Seasonal Rotation

- ☐ Keep current-season clothing and gear at the front
- ☐ Box off-season items and store them out of the way
- ☐ Swap seasonal storage twice a year on a set date
- ☐ Refresh the inventory list during each rotation
- ☐ Donate anything you skipped over for a full year

Protect Stored Items

- ☐ Clean and fully dry items before sealing them away
- ☐ Add moisture absorbers in damp-prone storage areas
- ☐ Wrap fragile items in padding and mark boxes as fragile

- ☐ Use cedar or sachets to protect stored fabrics from moths
Avoid plastic bags for long-term fabric storage.
- ☐ Keep boxes off the floor to guard against leaks and pests