



## ORGANIZATION SOLUTIONS

### Policies and Procedures Attic Organization

The attic is a very hot and humid environment, an environment that is not suitable for paper items, books, photos, fabric items, candles, and food or cardboard.

Items of this nature should be moved to a climate- controlled area if the client wants to save them long-term and protect the integrity of the item.

Items that can be stored in the attic without risk of damage:

Plastic (May discolor)  
Glass / China / Crystal  
Wood  
Metal

### Access Point

Getting into and out of the attic is typically done through a ladder that pulls-down from the ceiling. Rarely is there “easy” access to an attic. So, what you want to keep in mind when it comes to storing items in the attic is size and weight.

Don't store things in bins that are so large you can't get them through the attic opening and don't make your bins so heavy that it would require more than two people to lift the box up the attic ladder.

For items that are being moved in and out of the attic more often, like holiday items, you really want to make your boxes lighter and more manageable.

### Safety

Safety is our number one priority when working in the attic. Not every part of the attic will have flooring and it is important to pay attention to where you are walking to make sure your feet are always on solid boards.

And just as important as it is to always be looking down to make sure you are on solid ground, you want to make sure you are looking up to keep your eyes on low beams. You may not always be able to stand straight up in the attic depending on how the ceiling beams run and you need to be aware of your surroundings so that you avoid knocking your head into a low hanging beam.

The extreme heat in the attic is another safety concern. While we do our best to avoid working in attics during the summer, there may be an occasion when you find yourself working in an attic in extreme heat conditions. If this is necessary, work in the attic early in the morning before the extreme heat of the day sets in.



KEEP HYDRATED and don't spend hours in the attic. Make it a point to set your watch or the alarm on your phone in 30-minute intervals (or more often) to remind yourself to leave the attic and go to a cooler environment to let your body cool-off for a few minutes.

Pay attention to how you feel and immediately stop what you are doing and leave the attic if you are feeling light headed or over-heated. Do not put yourself at risk for heat exhaustion!!

Roach and Rodent droppings are not to be taken lightly and should be avoided at all costs. Wear gloves and masks anytime you feel you are in an attic that may expose you to droppings or rodents of any kind.

### Location

You want to keep the items that will be moved in and out of the attic regularly (holiday, camp trunks, luggage) nearest to the entry point. You don't want to cram everything right near the access point, but avoid putting these in the furthest corners of the attic.

Items that are being stored long-term, and are not being removed regularly can be stored in the back corners of the attic out of the way.

### Storage

The items typically stored in the attic are larger pieces or boxes that don't require shelving units.

Holiday items are normally in storage bins that are easy to stack. Luggage and camp trunks are easy to "line-up" and store sitting on the floor. And other items being stored aren't being moved often enough to warrant installing a shelving unit to make access more convenient.

### Keep Like Things Together

Even in the attic you want to keep like categories together. Sometimes this is made difficult due to limited flooring or low hanging beams, but do your best to keep your categories together, especially those items being used regularly (holiday items and luggage).

### Labeling

The most important part of making labels for the attic is SIZE. You want to make the labels BIG and visible. Be sure to use our large label pouch for any bin large enough to accommodate this label.

See attached sample label.



