



ORGANIZATION SOLUTIONS

Policies and Procedures

Closet Organization

Not all closets are organized the same way, and it is important to remember that when you are organizing a closet.

Men think differently than women, and we organize their clothes based on how they will look for items. And women dress and think of clothes much differently than men – and we organizer their closets based on how they think.

Young children’s closets are organized more around the fact that they cannot reach everything in their closet. Our goal when organizing a child’s closet is to keep the clothes that they are currently wearing within arms reach, and the clothes that are out of season are kept on the higher rods.

Hangers

Our objective is for all of the hangers in the closet to be the same kind. We have our favorite types of hangers, but our main goal is to make sure that no matter what kind of hanger the client wants – all hangers match.

Changing all of the hangers is one of the easiest things you can do, AND it has the most significant impact on how good the closet looks.

Exceptions to the rule:

We will not always change the hangers on men’s dress shirts that are laundered professionally. The homeowner will decide if they want these hangers changed.

We do NOT switch out the men’s suits or sport coat jackets IF they are currently on big, wide suit hangers. We will sometimes order proper suit hangers for the client - in which case we will change the hangers - but you will NEVER move suits and sport coats off of a proper suit hanger to a small thin hanger.

It is best to keep as many family members as possible in the same hanger. The more types of hangers – the more complicated it becomes to maintain and manage.

Changing Hangers

When changing hangers in a closet – speed is key! Don’t get into a “trance” changing hangers - it is a monotonous task and it is easy to start moving slowly without realizing.

Be respectful of the clothing and always take the hanger through the body and not through the neck.



Changing Hangers - Continued

Having a rolling rack available when changing hangers can make the process more expeditious – it allows you to keep the new hangers within reach and gives you space to work.

Buttoning and Zippering

You want to button or zip all of your shirts, jackets and coats to reduce / eliminate the clothes from falling off of the hanger. Buttoning and zipping these items also prompts you to pay attention to how the garment is hanging from the hanger. The garment should hang evenly from the hanger and not be lop-sided or sloppy.

You will NOT button the men's sport coats or suit jackets. These are larger items and the two sides of the jacket typically need to overlap one another to hang nicely on the hanger.

You will also NOT button or zip any pants or shorts that you want to hang with a crease. When the pants or shorts are NOT buttoned and zippered you can nicely fold each side of the pant/short back into the body of the creating a nice pleat.

Crease VS Flat Front

It is our preference to hang shorts and pants with the crease. It creates a cleaner look in the closet.

If hanging a pant or short with a crease – DO NOT BUTTON OR ZIPPER. The fold will be bulky and uneven if the pant is buttoned and / or zippered and you will not get a clean look.

Every time you hang a pant with a crease – the front of the pant will face you in the closet and the butt of the pant will face the back wall.

There are times when you will have shorts or pants that have been laundered with a flat front and it is not possible to hang them neatly with a crease.

If double hanging a pant that has a flat front – you want to fold the pant in half with the zipper or front of the pant being on the inside of the fold, and the butt or back pocket of the pant will be on the outside. The butt of the pant will also face the wall.

Placement

When deciding where to hang the clothes in the closet you want to start with the basics, the everyday items – tops and bottoms.

The everyday clothes that the client wears should be the focal point of the closet. The ancillary items – sweaters, jackets, and cocktail dresses – take a secondary position.

Tops over Bottoms

The rule of thumb is that you never want to hang bottoms (shorts, skirts, pants) over tops (jackets and shirts). You can hang shirts, jackets and coats on the lower rods, but there is very seldom a case that we want to hang shorts and pants over the shirts and blouses.

Direction of Clothes

Direction of Clothes - Continued

Depending on how the closet is designed – you may have clothes facing different directions within the closet. BUT, all of the clothes within a section should hang the same direction.

Sort by Category

We categorize differently for men and women. When working on a women's closet we group our categories by: shirts, pants, skirts, shorts, dresses, jackets and athletic wear.

For men our categories are far greater. We sub-divide the categories above into much smaller, more specific categories: long sleeve golf shirts, short sleeve golf shirts, dress shirts, short sleeve casual wovens, long sleeve casual wovens, suits, sport coats, shorts and pants and many more!

Even the different sleeve lengths within the same category don't get merged!

Sort by Color

Within each of your categories you are going to sort your clothes by color. Group all of your whites together, your beiges together, your blacks together and so on.

If possible, you want your colors to flow from light to dark. We would also prefer for the lighter colors to be at eye level with the darker colors below.

Depending on how many items you have within a color – you may need to sub-categorize. For instance if you have 30 blue shirts – you can create a group for light blues and a group for darker blues.

Sort by Length – Women

Within each of your categories AND within each of the colors in that category you are going to have your clothes flowing from short to long.

In your women's shirt category you are going to start with sleeveless shirts, following that you will have cap sleeve shirts, moving on to s/s shirts, to $\frac{3}{4}$ length sleeve shirts and then long sleeve.

Even within each of those lengths you will make sure you are flowing the clothes with the shortest length to the longest. You should be able to run your finger from the first shirt in that color_group to the last shirt in that color group in one clean line starting at the top and working your way down. It should NOT be an up and down pattern.

If you are sorting the pants for example if you have 5 pair of white pants you will start with the cropped pair, move to the ankle length, then the shoe length pants and then longer pants.

All men's shirts are either long sleeve or short sleeve and we do NOT mix the lengths. For men you will put your short sleeve shirts together by category and your long sleeve shirts together by category.

Spacing

Extra Hangers

Always leave extra hangers with the client. You will want to leave 15-20 shirt hangers and 10-15 clip hangers.

And never return ½ boxes or partial packs of hangers to the office! Always leave open packs with the client.

Removal of Old Hangers

We definitely need to clean up all of the old hangers in the closet before leaving the job. And often it will be necessary to clean these up mid-job to keep the closet from becoming congested and hard to move around.

Ask the homeowner what they would like to do with the old hangers. They may have just changed from clear plastic to wood and the clear plastic can be used in a child's closet or the laundry room for drip dry. It may be that they are all wire and the homeowner will want to recycle them.

If the client does not care what happens to the old hangers, bag them all up in trash bags and physically take the bags to the client's trash area.

Wholesale Hangers

If you have brought hangers with you that were not purchased at a local retail store like Container Store and Bed, Bath and Beyond you will want to take the empty shipping box and any packing slip with you when you leave.

We often buy hangers from Space Cadet Productions and we want to secure our resources; so physically take the cardboard box with you and throw away at your house or you can return to the office.

Do not leave at the client's home, not even in their trash area.

Closet Floor

When possible, eliminate storing things on the floor of the closet. This may not always be possible, but it is a high priority if you can manage to make it work.

Folding Guidelines

- ☑ Keep Like Things Together
- ☑ Keep Like Colors Together
- ☑ Drawer Size Determines Folding Size
- ☑ Use Flat, CLEAN Surface to Fold
- ☑ Don't Put T-Shirts on a Shelf – They never stay neat
- ☑ More than 3 folds – Probably too Many
- Folding is Better than Rolling
- Don't sit down
- You will rarely have the luxury of the "slow – flat surface" fold

Drawers

Our preference is for all clothes to be in the closet. If there are no drawers, or not enough drawers in the closet for all of the clothes – we need to decide the best way to divide what will go where. 4

Drawers – Continued

One option is for all of the basics and everyday items to go in the closet drawers, and the less often used items (swimsuits, sweaters) to go to into a secondary location.

Another option would be to give all of the drawers in the closet to one person and the secondary set of drawers to the other.

Handbags

Purses should be sorted by season, spring and fall, and within each of those two seasons you will sort by color.

Larger purses can be stuffed with shoe bags or purse bags to “fill them out” and they can be arranged nicely on a shelf.

Smaller clutches and cocktail bags can be stored in acrylic sorters.

Shoes

Sort women's shoes by style: wedges, pumps, flats, boots, flip-flops, tennis shoes etc. Within each of those styles you will keep your summer together and your winter together. Once you have sorted by style and season – group like colors together. If the client has a lot of casual flip-flops you can store these in a big basket if you are short on shoe space.

Boots will be your biggest challenge for women. When they are in season you need to keep them in an accessible place. Storing them on shelves vertically is preferable. When they are not in season, you can keep the boots higher and out of the way. This may mean that they get stored horizontally in plastic boot boxes.

Sort men's shoes by style: dress shoes, casual shoes, tennis shoes, etc. Within each of those categories you will sort by color. Men don't typically have shoes that are only for one season.

Never store a man's shoes in plastic boxes. The only exception to this rule would be a pair of tuxedo shoes.

Belts

- Need a long-hang section
- Proper Belt Rack is Preferable
- Prefer not to walk into the closet and see belts
- Rolling in a drawer is not best for the leather
- Separate casual and dress belts
- Within your categories – sort by color

Ties

- ☑Custom Rack is Typical
- ☑Drawer – Folding or Rolling is not Practical
- ☑Storing Knotted is Not Best
- ☑Keep Near Suits & Dress Shirts if Possible
- ☑Sort by Color
- ☑Keep Themes Together (Holidays / Sports)

Custom Jewelry Drawer Insert

- ☑ Takes 4-6 Weeks to Arrive
- ☑ \$200-\$275 Depending on Size
- ☑ Measure Width, Length AND Depth
- ☑ DON'T leave the box or any instructions with the company name
- ☑ Don't remove the backing on the velvet

Accessories

- ☑ Valet Rod
- ☑ Jewelry Drawer Inserts
- ☑ Baskets / Bins
- ☑ IKEA Inserts
- ☑ Belt Racks
- ☑ Tie Racks
- ☑ Acrylic Sorters

Dry Cleaner Bags & Plastic Bags

Dry cleaning bags are not recommended for storing clothes.

The plastic can trap moisture and chemicals and can turn the items yellow or create mold.

Children's Closets (Under 12)

For children under the age of twelve, our goal is to organize the closet in a way that allows them to reach the clothing they are currently wearing.

Out of season clothes can be placed on the higher rods to allow for all of the current clothing to be placed on the lower, easy to reach, rods.

Babies

Babies clothes are always sorted by size first – 3 month, 6 month, 9 month – and then category. This is the easiest way for the homeowner to find the clothes that currently fit the baby.

Using size rings is very helpful in identifying which clothes are what size, AND it helps keep things orderly when clothes are added or being put away after laundering.

Tools

- ☑ Size Rings
- ☑ Double Hang Rod
- ☑ Baby Hangers
- ☑ IKEA Inserts