



ORGANIZATION SOLUTIONS

Policies and Procedures

Entry Halls

The areas and categories you are likely to be addressing when working in the entry hall are:

- Coat Closet
- Furniture w/ Storage
- Incoming Mail

Coat Closet

It would be our first preference to keep this closet “open” so that the client can truly use it as a coat closet for their guest’s coats when entertaining, but that is a luxury and not always possible.

You are likely to find all kinds of items in the hall closet, and depending on the needs of the client – you may find it necessary to use this closet for something other than coats.

Coat Closet

IF the client’s goal were to use the entry closet as coat closet – the items below would be the priority items to store in the closet.

- Coats & Jackets
- Umbrellas
- Hat, Gloves and Scarves

However, do your best to make certain that this closet isn’t crammed with every jacket and coat the family owns. Limit the number of coats stored here and choose the coats and jackets that are being used most often.

If space is an issue throughout the house and maximizing the space in this closet is key – adding a rod to this closet would double your storage space.

Most entry hall closets have one rod and one shelf. The rod is typically placed in a “long” hang position, which means there is a lot of wasted space below.

By raising the existing rod, and adding a second rod below – you will double the hang space. BUT – you will only be able to hang double hang items.

Coats and jackets are typically heavy and a wood hanger is the best type of hanger to use in this closet.



Umbrellas / Hats, Gloves & Scarves

It's convenient to store related outerwear items in this closet. Umbrellas, hats, gloves and scarves are best stored in bins and placed on the upper shelf. Your level of inventory will dictate if you need to sub-categorize these items, and how many bins you will need.

Be sure to label the baskets and bins since the client won't be able to see what's in them.

It is our preference to use an open bin to make accessing the items easy. However, most entry hall clients only have one shelf above the hang rod - limiting the amount of shelf space available.

If the client wants to maximize the storage space – adding an additional shelf can be an inexpensive quick fix.

Vacuum & Vacuum Attachments

Due to the size (height) of the vacuum, the entry hall closet is often the only place available to store the vacuum, outside of the laundry room.

Wherever you store the vacuum you will want to store the vacuum attachments. These items should be in a basket or bin that matches the others in the closet and labeled appropriately.

Be certain that the vacuum bags and attachments actually go with the existing vacuum.

The vacuum will likely be used weekly so you want to make certain that it is placed in the closet in a fashion that allows or easy access.

Furniture Storage

Occasionally the client will have a chest or dresser in the entry hall that can be used for storage. These items are never our first choice for housing items, but they can be helpful if you are working in a home that is short on storage space.

It stored here should service the areas or rooms directly around it. Here are some items and ideas of how to use this space if available.

- Candles
- Linens for the Dining Room
- Overflow from the hall closet
- Mail Center

Incoming Mail

Most mailboxes are located at, or near, the front entry - making it susceptible to gathering stacks of mail, as this is the first point of entry.

While the ideal situation would be for the mail to come in, get sorted and immediately taken to the office or work area of the intended recipient - that is often a lofty goal. It's important for you and the client to be realistic about how the mail will actually get addressed and how often.

It may be necessary to have a decorative basket somewhere near the door so that the mail can at least get scooped up and put into something until the time the homeowner can address and distribute.

If you can keep this staging area behind closed doors – even better!

