



ORGANIZATION SOLUTIONS

## Policies and Procedures

### Family Rooms

There are not many categories of items being stored in the family room, and not a lot of storage areas unless the house has a lot of built-in cabinets.

The open bookshelves are typically for decorative items. Since we don't decorate - the items that would be used for decorating can be placed on the shelves, by category for the decorator.

#### Items to organize:

- DVD's
- CD
- Photo Albums
- Decorative Accessories (Temp out of circulation)
- Wii, Xbox, Etc. Components
- Games and Puzzles
- Arts and Crafts
- Toys
- Candles

#### Areas to organize

- Closed cabinets
- TV Console
- Built-in Cabinets
- Storage Closet

#### CD's / DVD's

You want to place the CD's and DVD's as close to their respective machines as possible.

Ask your client if they are listening to the CD's anymore. With the smart phone and Itunes, most people don't listen to CD's anymore.



If they are never going to burn the CD's to their music library and they never listen to them – are they ready to donate?

DVD's are probably good for another two years and we believe in that time that technology will have advanced to the point where movies can be downloaded right from your TV – any movie you want, any time you want. There won't be a need to have a "hard" copy.

In the meantime, if the client has over 50 DVD's, suggest to the client to take the discs out of their cases and put them in a DVD binder. (The cases can be recycled) This will greatly reduce the space needed to store the DVD's

If you haven't convinced the homeowner to get rid of their CD's – you could also take those out of the cases and store the CD's in a binder too.

### Photo Albums

The family room is a great place to store photo albums, if you have the space. If the albums are of varying colors and sizes – these are best stored behind closed doors.

If the albums are of uniform size and color – these would look great on an open shelf.

Be cautious when storing at ground level or near windows – you want to avoid storing photos and memorabilia in any area that could be affected or compromised in an extreme weather situation.

### Decorative Accessories

You will often come across a category of items that we call "Decorative Accessories – Out of Circulation." These are the items (picture frames, figurines, objects) that the client used to decorate with, are not using presently, but they are not ready to depart with.

If you have a lot of closed storage in this room, this is a great place to store the out of circulation items. It's a central location in the house making it an easy place to get to when the client is ready to rotate.

If possible, store your like items together so that the client always knows where to go for that item.

### Gaming Components

All of the gaming components to systems such as the Wii or Xbox should be kept as close to the connection point or playing area as possible.

Most of these components are small and are best stored in a bin. An open bin is best as it allows for easy access to the controls.

If you are short on closed storage space you could put the components, by category, into nice, matching baskets and store on an open shelf.

If you have drawers, these are also great inside a drawer in open bins.

### Games and Puzzles

The playroom and the family room are the two most logical places for games and puzzles. If you have an abundance of games and you can't fit them all together, you could put the kid's games in the upstairs playroom and the adult games in the first floor family room.

Most games are not that "good looking" and really should be kept behind closed doors if possible. Especially if the room you are storing them in is a room that is central to the house, both in location and in use.

Group your games together:

Puzzles

Cards

Board Games

Wood Blocks

Travel Games

### Arts and Crafts

Some clients will want to store the arts and crafts in the family room. Since this room serves several functions, including hosting guests, it would be nice NOT to see the arts and crafts on the open shelves.

Arts and crafts are always best stored in assorted, clear plastic bins and labeled. The plastic is inexpensive, comes in a variety of sizes, easy to clean and if something leaks – it won't go through the box!

Put "messy" items such as paint, Play-doh and markers out of reach of the children unless the homeowner tells you otherwise; especially if the furniture and carpet in the room are new and nice. Reducing little hands having unsupervised access is best!

### Toys

If there are small children in the house, it is likely that you will need to establish a small toy area in the family room.

Since this is a high traffic, visible room – keep the toys to a minimum. You don't want to be mommy dearest, but you don't need to have an explosion of toys in this secondary play space.

## Candles

Candles are a great item to store in the family room. Most candles are burned on the first floor or main living floor and the family room is a very central location, making accessing extra candles easy.

Larger candles or candlesticks are best stored by themselves on a shelf. Smaller candles and candle holders like tea lights, votives and tapers are best stored in plastic boxes by category and labeled accordingly.