



## ORGANIZATION SOLUTIONS

### Policies and Procedures Holiday Storage

Holiday items need to be properly sorted, contained and labeled.

Popular holidays you will need to organize:

- Christmas
- Chanukah
- Easter
- Valentine's Day
- Halloween

### Sub-Categorizing

Once you've gotten all of your holiday items sorted by season, and know what boxes you need, you want to spend time sub-categorizing the items. This will make it much easier when it comes time to decorate and get ready for the holidays.

Many people decorate in stages (inside one day, outside the next, decorate the tree one day, but put the tabletop items up a week later) so having these items stored together makes it much easier!

Here are some examples of things that would be boxed together:

- Tree Skirt, tree topper, stocking and stocking hangers
- Holiday Dish towels, holiday mugs and platters
- Outside Decorations
- Tabletop Decorations
- Ornaments

### Containers

It is our preference to use a clear plastic box that comes in an assortment of sizes for all of the holiday decorations.

Squared Away does not encourage the use of colored bins for storing holiday items.

*Example: red and green for Christmas, or silver and blue for Chanukah.*

Having multiple bins in every holiday color makes things look very busy and chaotic.



## Containers

Having all clear bins that are labeled appropriately keeps things looking cleaner and more uniform. And, as inventory levels change, empty bins can be used for any of the holidays; you aren't stuck using the open Christmas bin for the new Halloween decorations.

HOWEVER, it is likely that our client already has a ton of holiday boxes and they may not be interested in changing all of the existing boxes at once.

### Factors to Consider

- Type of Old Containers (Cardboard, Plastic)
- Condition of Old Containers
- Budget
- Client Preference

If the client is not agreeable to changing all of their holiday bins all at once – suggest that cardboard boxes and plastic bins that are broken or damaged get replaced immediately. Each year after that the client can continue to swap out bins that get damaged, and buy clear bins for new items.

## Packing

It is very important to pay attention to the weight, and the size of the containers. You want to avoid making the bins so heavy that taking them up and down off of a high shelf in the garage, or taking them up the attic stairs is hard or dangerous.

A lot of what you will be packing is going to be delicate and easy to break. Take the utmost care when handling all ornaments and decorations, as they can be expensive, sentimental and VERY hard for Squared Away to replace should one get damaged or broken.

## Ornaments

The best way to store ornaments is in a box or bin that has trays with divided sections that allow for the ornament to be stored in its own protected section.

If you don't have a box like this, each ornament will need to be individually wrapped in tissue and this takes a long time, both in wrapping and unwrapping each year!

## Labeling

The majority of holiday items will be stored large bins, and the majority of holiday items will be stored in an out-of-the-way location in the garage or the attic.

We use a large label pouches when labeling all of these large boxes to allow for the contents of each box to be seen from a greater distance.

The large label also allows for more information to be included. Be sure to ask the client how generic or specific they want their labels.

## Typical Storage Areas

- Attic
- Garage
- Under Stairs Closet
- Holiday Closet
- Multiple Locations

## Heat Advisory

Many clients store their holiday decorations in the garage or the attic. These are often two of the only options because of the number of holiday bins, and the size of the holiday bins.

The heat and humidity in each of these areas will take their toll on some holiday items over the course of time. Make certain that you check with the homeowner to find out if there are any special or expensive decorations that they would prefer to store in a climate controlled area.

### Heat Sensitive

Paper  
Cardboard  
Fabric  
Candles  
Food

### Heat Tolerant

Metal  
Glass  
Crystal  
Ceramic / China  
Wood  
Lights  
Garland

It may be that all items that can withstand the heat, and the items that don't have a great value (either monetarily or emotionally) can be stored in the garage and the attic, while the special decorations and those that won't survive long in the heat can be kept together inside in a spare closet.

## Holiday Dishes & China

Holiday dishes are not the best items to box up each year and store in the attic or the garage. Dishes are heavy and easy to break. The best place to store these items is in the kitchen or dining room where they are used.

Here are some optimal areas to store holiday dishes:

- Upper, Upper shelves in the cabinets or the Pantry
- Hard to Reach areas in the Kitchen Island
- Butler's Pantry
- Dining Room Buffet

If you keep the dishes in one of these two areas, see if you can also store the holiday linens.

### Tree Dismantling & Moving Service & Fee

One of the most physically challenging parts of holiday organizing will be the moving, assembling and dismantling of the Christmas tree.

Our services include a “tree moving” service that will include additional physical help for the single purpose of moving, assembling or dismantling the Christmas tree.

### Services We Do NOT Offer

- Decorating
- Exterior Light Installation or Removal
- Exterior Garland Installation or Removal