



ORGANIZATION SOLUTIONS

Policies and Procedures Laundry Room Organization

Laundry rooms come in a variety of sizes, offer a variety of storage, and are often used to store items that have nothing to do with laundry or cleaning.

The more storage there is – the more flexibility you will have in storing items that are not laundry room related. But - it is important to remember that the traditional laundry room items take precedence, and only when they have been placed can the non-related items be considered.

Typical Laundry Room Items

The items below are what we consider typical laundry room items:

- Laundry Products (Detergent, Spot Remover, Clorox, Clorox Pens, Fabric Softener, Dryer Sheets)
- Laundry Basket
- Sewing Notions
- Iron, Ironing Board, Spray Starch
- Vacuum, Vacuum Attachments, Vacuum Bags
- Mops, Swiffer Sweepers, Mop Heads
- Brooms and Dustpans
- Cleaning Products
- Cleaning Cloths
- Dusting Wands & Dusting Mitts
- Cleaning Erasers & Scrub Brushes

Laundry Products

All of the cleaning products and tools related to the washer and dryer should be placed directly above or near the washer and dryer. As these products are used frequently, it is imperative that you choose a storage area that is convenient to access.

If you have washers and dryers that are stacked, if the washer and dryer are on risers, or if the upper cabinets are not as deep as the washer and dryer –the cabinets above are probably not easy to reach and should not be used to store the laundry products.

Smaller Laundry Products

Laundry detergent, Clorox bleach, fabric softener and spot remover are laundry products that are large enough to be stored directly on a shelf.

Smaller laundry products - like Clorox pens and laundry bags – are too small to be placed on a shelf by themselves and either need to be contained or stored in a drawer.



Laundry Baskets

You will not always have a laundry room where laundry drawers, or specific places for laundry baskets, have been designed / designated.

It will be important to keep the countertops, and the top of the washer and dryer, clear of items so that the homeowner has a place to set the baskets when doing laundry as well as a clear surface to fold any clean laundry.

Sewing Notions

Sewing notions are the items used in sewing or mending clothes.

The list below is an example of the items that fall into this category.

- Thread
- Needles
- Scissors
- Thimbles
- Buttons
- Pin Cushion
- Pins

If these items are contained in a sewing box – keep them in the box. AND – unless the client has specifically asked you to organize them – don't.

If they are not contained – they either need to be contained in a box and labeled OR they need to be placed in a drawer with a drawer organizer.

However, if these items are not used that often – it is not suggested that you put them in a drawer unless you have plenty of space. Drawers are prime real estate and should be used to store items that are used frequently.

Ironing Board, Iron & Ironing Products

The key to placing the ironing items will be what type of storage closet you have for the ironing board. If you are lucky, you will have a tall storage cabinet for the ironing board. If that is the case - the iron, spray starch, and any other ironing components will be housed on the shelves above or near the ironing board.

If you don't have the luxury of having a cabinet or closet in which to store the ironing board, you will need to find a place for it to do. This likely means - hanging from the back of the door, slipping next to the washer / dryer and wall, or tucking behind the door.

It is never our preference to hang ANYTHING from a door, and an ironing board is no exception. If you must, you must. But always know that anytime you hang anything from a door – every time you open and close that door whatever is hung from the door will swing and make noise.

If you end up having the ironing board behind a door or tucked next to the washer and dryer, the best place to keep the ironing components is where you have your dryer items. These two categories typically fit nicely together in one cabinet.

Over-the-Door Ironing Board Hangers

Every ironing board is different, and there are a lot more variations in the frames than you can imagine.

If you don't have pictures and measurements of the ironing board when you are shopping for the over-the-door hanger – you will never be able to figure out what hanger will work. So – make certain you have pictures and measurements of the ironing board you need to hang so that you don't waste time buying hangers that don't work.

Large Storage Cabinet

If the laundry room has a large storage cabinet you want to consider keeping the items below in this cabinet.

- Vacuum, Vacuum Attachments, Vacuum Bags
- Step Stool
- Mops
- Brooms
- Swiffer Sweeper

The size of the cabinet will dictate just how many of the above items will fit in this cabinet. You do NOT want to put so many items in this cabinet that getting any one of them is a hassle or requires moving 4 or 5 items in order to get the one you want.

If the closet is not large enough to house everything – you will need to determine which items should take priority.

If the laundry room is on the second floor and the mop and Swiffer sweepers are only used on the kitchen floor – these items should not be stored in this closet.

If the laundry room is on the first floor and there is only carpeting on the second floor – the vacuum should be moved to an upstairs closet.

Vacuum, Vacuum Attachments & Vacuum Bags

The vacuum and all of the corresponding attachments need to be house together. The small attachments and vacuum bags need to be contained and are typically stored on a shelf above the vacuum.

When organizing the vacuum attachments and bags – make certain that they are the same make and model required for the vacuum.

If they do not match – find out if there is another vacuum that they belong with, and if not – they can be donated.

If the laundry room does not have a large enough storage cabinet to house the vacuum – you will need to find an alternate storage location. Hall closets or under-stair closets are great secondary options.

Mops and Swiffer Sweepers

Mops and Swiffer sweepers should be housed somewhere close to where they are used.

Corresponding products – mop heads and Swiffer heads – need to be stored in the same location.

Mop heads that are washed and reused will need to be contained. Swiffer heads are boxed and can sit nicely on a shelf by themselves.

Brooms & Dustpans

It is likely you will find that the client has multiple brooms. It is also likely that they have those that they use outside, and ones that they use inside.

Brooms that have been designated for outdoor use need to be stored in the garage. Brooms designated for indoor use need to be located near the area(s) where they will be used most often.

Dustpans should be kept with the brooms.

Storing Mops, Brooms and Swiffer Sweepers

Mops, brooms and Swiffer sweepers are tall and narrow and are best stored flat against a wall. Slatwall or mop holders are our first two choices for storing these items.

Slatwall is our first preference for hanging these items on the wall for the reasons below.

- There are a variety of types of hooks you can use on the slatwall so you will be able to hang any mop or broom – it won't matter what type of handle they have.
- The hooks can be moved anywhere on the slatwall – so you can hang items of all sizes in the same area by simply moving the hooks up or down, left or right.
- You can buy a piece wide enough that it can be mounted to multiple studs – making it extremely secure.
- The slatwall can be used for other item in the future if not longer needed for mop and broom storage.

Mop holders are another way to store the mops and brooms on a wall. If you are using a mop hook for the mops and brooms – our preference is to use the Grook Utility hook from Container Store.

These holders serve the purpose, but they have limitations and they are not very attractive.

Many of the mop holders are created with a combination of slots and hooks - giving you two ways to hang the mops and brooms. One limitation is that not all handles will fit in the slots – some will be too big to fit and some will be too small and won't stay securely in place. Another limitation is that in order for the hooks to be used – your mop or broom will need to have either a hole in the handle or something attached to it (example – metal ring) that can hang from the hook.

If using a mop holder - it is imperative that these get mounted to a stud. If they are NOT mounted to a stud – it will only take the client pulling these items out of the slots a few times before the holder will pull free from the drywall, rendering them useless.

Cleaning Products

The laundry room will house the bulk of the cleaning supplies for the house. While many individual rooms will have cleaning supplies for that room or surrounding areas of the house, the laundry room will absorb all of the back stock items.

There are so many types of cleaners (liquids, powders, wipes), performing a large variety of functions (tile cleaner, furniture polish, toilet bowl cleaner), in containers that range in size and shape, being used with varying degrees of frequency – it can be difficult to decide how best to categorize.

Cleaning Products - Continued

Categorize by Function

Start by grouping all of the cleaning products by function – what the product is used to clean.

- Window Cleaners
- All Purpose / All Surface Cleaners
- Floor Cleaners
- Tile Cleaner
- Toilet Bowl Cleaners
- Cleaning Wipes
- Furniture Oil and Furniture Polish
- Rug Cleaners
- Silver & Metal Cleaner

Group by Frequency of Use

Once you have the products categorized by function – group the items by how often they are used.

Daily

- All-Purpose / All-Surface Cleaners
- Window Cleaners
- Cleaning Wipes

Weekly

- Tile Cleaners
- Floor Cleaners
- Bathroom Cleaners
- Toilet Bowl Cleaners

Less Often

- Stainless Steel Cleaner
- Furniture Polish
- Marble & Granite Cleaner
- Rug Cleaner

Even Less Often

- Silver & Brass Polish
- Furniture Oil

Location

The items that are used daily and weekly need to be placed in an easy to see, easy to reach area. And you need to keep your like items together within this area.

Because the majority of these items are small – the lower shelves in the upper cabinets are the best place for these to be stored. The more product you have – the more cabinets you will need to use in order to get them placed on the lower shelves.

The items used less frequently can be placed on the higher shelves in the same cabinets.

It might be necessary to adjust the shelves to accommodate the taller bottles – if they are adjustable.

Cleaning Products - Continued

Placement

Cleaning products need to be kept together by function and placed in neat rows on the shelf.

Other Guidelines

- If room permits – keep each product in a row by itself.
- Spray bottles should have the nozzles facing the same direction
- If it's possible – keep like colored bottles together.
- Front Forward – If you only have one or two bottles of a particular product in a row– they should be placed on the front part of the shelf, not the back.

Large Bottles of Cleaners & Refills

Large, gallon-plus, bottles of cleaners will need to be stored in the larger, lower cabinets.

Cleaning Cloths

Cleaning rags come big and small, in a variety of colors and fabrics and typically serve different purposes.

The small rags are typically used for cleaning, while the large ones are typically used if there is a plumbing leak, to clean up after major spills, or for the pets – if they have them.

Depending on the amount you have of each size, and the space available – it might be necessary to store them in different locations.

Despite them being “rags” – do your best to fold them nicely and make them look as good as they can.

Smaller rags can be stored in open bins in a drawer or on a lower shelf in a cabinet. Large rags / towels can be folded and stored in a cabinet or a large drawer.

Dusting Wands and Dusting Mitts

Dusting wands and mitts are difficult to store together due to the difference in size.

Dusting mitts should be kept separate, but stored near the cleaning cloths.

If the dusting wand has disposable components – the refills should be stored as near the dusting mitts and cloths as possible.

Dusting wands are fairly long, and unlikely to fit in an upper cabinet or drawer – and should be stored with the mops and brooms if logical.

Cleaning Sponges and Scrub Brushes

Cleaning sponges and small scrub brushes should be housed together and, if possible, near the small cleaning cloths.

The Extras

There are many items in the home that do not have a “natural” home.

Many of which are items that are used in multiple locations throughout the home, by multiple members and non-members of the home, on a relatively frequent bases – and making them accessible to all is an important factor in placing them in the laundry room.

As long as space permits – the categories we have listed are those we feel are a natural fit and acceptable items to integrate into the laundry room.

Each of the categories listed has been covered in the “Misc. Odds & Ends” policies and procedures, and you should refer to those when organizing any of these items.

- Light Bulbs
- Batteries
- Picture Hooks and Picture Hanging Items
- Small Tools
- Household Warranties and Manuals
- Extension Cords
- Specialty Tape
- Floor Protectors
- Misc. Hardware
- Pet Food and Supplies

