



ORGANIZATION SOLUTIONS

Policies and Procedures Master Bathroom

There are hundreds of different types, shapes, sizes and colors of items in the master bath that, at first glance, make the project seem more daunting than it really is.

The first order of business when working in the master bath is sorting all of the items into categories.

Because, while there are hundreds of different shapes, sizes and colors, there are only a dozen or so categories that these items fall into.

- Everyday Items
- Hair Brushes & Combs, Hair Dryers, Flat Irons, Curlers
- Hair Care Product – Wet & Dry
- Dental Care
- Make-Up
- Lotion and Skin Care
- Soap and Shower Gel
- Bath Salts & Crystals
- Face Products
- Cotton Products
- Eye Care
- Shaving Products
- Feminine Products
- Heating Pads, Neck Wraps & Hot Water Bottles
- Ace Bandages and Joint Wraps
- First Aid, Vitamins & Medicine
- Travel Items
- Make-Up Bags / Dopp Kits
- Nail and Feet Care
- Perfume / Cologne
- Baby Items
- Towels, Hand Towels & Face Cloths
- Cleaning Products

Once you get the items categorized you will be able to address the bathroom category by category – a much smaller, more manageable process.



Getting Started

To get started you will need to categorize all of the items. To do this it is helpful to have several bins that you can use to get the items sorted and contained.

They don't have to be the bins you ultimately use – just something that will allow you “toss” items into during the sorting process.

Everyday Items

The first category you want to identify is the homeowner's everyday items.

If you are just organizing a bathroom – these items will most likely be found in a drawer or area close to the bathroom sink. If you are working on a move – these items will likely be packed together in some type of vanity tray in a box.

You will find everyday items for each person using the bathroom.

Identifying these items is important because you need to know what items the client uses daily so that you can place them in the most convenient location for each person. And - knowing which products belong to whom – you will be better positioned to place back-stock and corresponding items in the best location.

The items below are items typically considered everyday items:

- Tooth Brush
- Tooth Paste
- Deodorant
- Hair Brush / Comb
- Hair Dryer
- Eye Care
- Makeup
- Face Wash / Face Lotion
- Shaving Products
- Lotion

Sub- Categorizing

If, after categorizing all of the items in the bathroom you find that you have large bins that are over-flowing, or you need multiple bins for a single category – it may be an indication that you need to sub-categorize that category.

And, if after categorizing the items you find that you have bins that are close to empty – see if there are any “sister” categories that could possibly be merged with this one.

Placement of Everyday Items

Primary Locations

The primary locations in the master bathroom are the immediate areas surrounding the sinks. This typically means the drawers to the left and/or right of the sink and the medicine cabinet – if there is one.

Bathroom Drawers

The majority of everyday items are small and will fit nicely in the top drawers nearest the sink.

The best way to organize these items will be with drawer organizers with an assortment of sections to accommodate the variety of items.

Medicine Cabinet

Medicine cabinets are a great secondary area to house primary items if the client has them. You want to put items in this cabinet that won't get "lost" on the shelves.

Examples of items that would NOT be good:

- Nail Clippers
- Nail Files
- Contact Cases

Examples of items that would be GOOD:

- Deodorant
- Contact Cleaner
- Cologne
- Face Wash
- Face Lotion
- Medicine

Working Supply

The prime "work" area in the bathroom should be reserved for the items the client is using everyday, AND should not be over-crowded with multiple units of the same product, but instead with a working supply.

Extra supplies should be considered back stock and placed in a secondary location.

Whose Side is Whose?

Knowing whose side of the bathroom is whose – is a key ingredient in getting the bathroom organized correctly from the start!

If in doubt – here are a few clues...

- Husband's sink is typically higher than the wife's side.
- If there is a vanity – that will be located on the wife's side.
- If both sinks are the same height and there is no vanity – where is the master closet in relation to the bathroom? If his or her side is accessed closer to one side – that might dictate whose side is whose.
- If all else fails – ask the homeowner which side they prefer.

Vanity Area

If there is a vanity area in the bathroom – this is the area where the client's makeup will be stored.

If there is not a vanity area – the makeup will need to share the primary area near the sink with the everyday items.

Makeup

The make-up will need to be sub-categorized as you are getting this area organized.

Keep like items together within the drawer.

Below is an example of the sub-categories you will find.

- Eye Shadow
- Blush
- Mascara
- Eye-Liner
- Foundation
- Powder

Placement of Remaining Items

Once the everyday items and makeup have been placed – it is time to start placing all remaining items.

When placing items in the bathroom you want to take a few factors into consideration.

- His, Hers or Both
- Frequency of Use
- Inventory Levels
- Where is the Item Used
- Available Space / Type of Space
- Best Way to Store
- Out of Reach of Children

His, Hers or Both

Items that are specifically for the husband or specifically for the wife should be placed as close to their primary workstations as possible.

Items that are likely to be used by both – should be placed in a neutral zone if possible.

Frequency of Use

The items that are used most frequently – need to be stored in a manner, and placed in an area that make them easy to access.

Less used items can be place in secondary locations, or locations that might be more difficult to access.

Inventory Levels

As with every other item / area that we organize – how much you have of that item, and how much space is required to house all of those items together – is one of the major factors that determine where something is placed.

Where is the Product Used?

Where the item will be used should be a major consideration when determining where the item should be placed.

- Toilet Paper & Feminine Products – Near the Toilet
- Hair Dryer – Near a Mirror & an Outlet
- Towels – Near the Shower or Bathtub
- Bath Salts – Near the Bathtub

Type of Storage

The type of storage space you have is important when determining what types of products are best suited for those areas.

- Deep Cabinets
- Shallow Cabinets
- Deep Drawers
- Shallow Drawers
- Under Sink Area

Deep Cabinets

Deep cabinets are best for large items like towels, and for the smaller items that are not used that often that can be stored in large boxes or bins that won't get lost on the shelves.

Shallow Cabinets

The most common shallow cabinet in the bathroom is the cabinet above the toilet. These cabinets are typically not deeper than eleven inches, and it is a difficult space to store towels; especially bath towels that are big and bulky.

This space is best used to store toilet paper (unpackaged), wipes and feminine products.

If there are other shallow cabinets in the bathroom – these are best used to store items either large enough to be stored by themselves on the shelf (shampoo, conditioner) OR smaller items that can be stored in small to medium sized bins.

Deep Drawers

The deep drawers in the bathroom are best used for the mid-sized items that don't need contained.

Hair Dryer ~ Flat Irons ~ Makeup Bags ~ Dopp Kits ~ Boxed Q-Tips, Cotton Balls

But – smaller items can easily be stored in these drawers if you contain them properly.

Deep Drawers – Continued

The deep Linus acrylic bins are the best solution for storing smaller items in the deep drawers.

- They have straight sides so it is easy to “marry” multiple units within a drawer.
- They are tall so the items won’t fall over, or out, when the drawer is being opened and closed.
- They are open bins – so it provides easy access.
- They come in an assortment of sizes – so you can use a bin appropriate for the size or quantity of items

that you have.

When using the deep Linus bins – use the following guidelines...

- Keep your categorize clean!
- Use the size appropriate for the category you are storing.
- Our preference is to use smaller bins with single categories rather than larger bins with multiple categories.
- Watch the stickers! If they don’t come off easily – return them! Do NOT try to wash off the stickers – it does not work.

Shallow Drawers

The best tools to organize the products stored in the shallow drawers are the white plastic expand-a-drawers that we stock.

Remember – If you have a wide drawer - use two inserts and remove the sides. It is our preference NOT to use the sides if it is not absolutely necessary.

Under the Sink

The space located under the sink is typically a large empty space without any type of shelving due to the plumbing.

In order to maximize the vertical space – if you need to – you will need to either store tall, big items here (stack of towels, vaporizer) OR you will need to use bins / boxes that can be stacked.

If storage is limited and it is crucial for you to maximize the vertical space under the sink - make certain that if you are stacking bins the items stored in the lower bins are NOT items that the client needs to access on a regular bases.

Medicine and Vitamins

Any medicine or vitamins that are taken daily need to be kept in an easily accessible area of the bathroom (primary drawers or medicine cabinet).

If there is a large inventory of medicine that is not used on a daily bases, it is best to sort the medicine into categories and store in a secondary location. (Cold & Allergy, Flu, Antacids, Etc)

Check your expiration dates and, after checking with the homeowner, toss all expired goods.

Out of Reach of Children

Towels

Towels are big and will need to be stored somewhere with ample space. Factor in where the shower and tub are placed in the bathroom, as well as the bulkiness when determining which space is best to accommodate the towels.

If you have a set of deep cabinets, store the towels, hand towels and face cloths on shelves that are eye level and easy to see and access.

You will typically have one shelf for the towels and another shelf for the hand towels and face cloths.

Be sure to fold each towel the same way and do not have any "rough edges" exposed. The depth of your cabinet will determine how you fold the towels for the best look.

Cleaning Product

Cleaning product can often be found in the bathroom, and more often than not it is stored under the bathroom sink or in the cabinet above the toilet.

It is best to keep cleaning products to a minimum so that they aren't taking up precious real estate.

Store the cleaning product as far away from the other bathroom items as possible.

Storing Liquids

AVOID storing any liquids on their side. Even if the bottle or jar has never been opened – you cannot guarantee that the bottle will not leak.

If the best place to store a liquid does not allow for the item to be placed standing up – find the next best place.

Countertops

Countertops should be kept as clear as possible. Avoid placing any unnecessary items on the countertops, and do your best to store them conveniently out of sight.

Packaging

It is our preference to remove MOST items from the packaging to make it as easy as possible for the client to access the item when needed.

Large items - like toilet paper rolls and tissue boxes- are easy to unpack and place nicely on the shelf by themselves.

Mid-size items - like deodorant and razors – are easy to unpack and store in boxes or bins.

Small items, and items that are best kept packaged for reasons of hygiene – like dental picks, Q-tips and toothbrushes – are best kept packaged.

Kids Bathrooms

Kids bathroom are much easier to organizer because there are far fewer items than the master bathroom.

That being said – they can still pose a challenge.

Kid's bathrooms are typically much smaller, and if multiple children are sharing the bathroom – it can be challenging to divide the space.

Small children - under the age of 10 – are not big enough to access all areas of the bathroom, so items they need to reach will need to be placed appropriately.

Just as you do in the master bathroom – you want to place the items that are being used most frequently in the most accessible areas.

The smaller the children – the more the bathroom is being used and accessed by the adults.

The older the children – the more you need to consider the child, and what they will be using, and what they can reach.

Additional Items to Categorize

- ☑Diapers, Diaper Cream, and Wipes
- ☑Bath Toys
- ☑Baby Bath Tubs
- ☑Baby Towels
- ☑Vaporizers
- ☑Medicine
- ☑Hair Bows and Barrettes
- Play Makeup and Jewelry

Bathtub Toys

The biggest challenge with storing bathtub toys are that they are often used daily, and it is almost impossible to store them immediately after use because they are full of water.

SO – they typically stay in the bathtub day-after-day because most parents of small children are too tired at the end of the day to be worried about putting the toys away.

If the client wants a solution for the bath toys – it must be a solution that allows for the immediate drainage of water, and one that is designed for subsequent drying.

A plastic basket with holes that can easily transport the toys from a cabinet, or under the sink, to the tub is a great solution.

It has ventilation that will allow the toys to drip dry in the tub, but can be moved to a storage area for continued drying.

Bright colored toy nets that attach to the wall of the bathtub are NOT a solution that we want to suggest or implement.