



ORGANIZATION SOLUTIONS

## Policies and Procedures Master Bedroom

The areas to organize in the master bedroom will be any area, or piece of furniture, that has storage.

The most common areas are listed below:

- Dressers / Chests / Armoires
- Built-In Cabinets
- Night Stands
- Desks
- Under Bed Storage
- Bookshelves

### Dressers / Chests / Armoires

Dressers, chests and armoires are pieces traditionally used for storing clothing.

Our preference is to put all of the clothes in the closet, but unless there is ample drawer space in the closet for both people, this is not always possible.

If you have some drawers in the closet, but not enough to house everything, you can resolve this two different ways.

1. You can keep the main, everyday items for each person (underwear, bras, socks, undershirts, pajamas) in the closet and put the secondary items (swimsuits, sweaters, hats & gloves) in the bedroom drawers and armoires.
2. Or you can put one person's items in the closet and one person's clothes in the dresser.

Option number two is best if you have one person who gets up earlier in the morning and would be getting dressed while the other is still sleeping. That person could have the closet drawers so that they would not need to access the bedroom to get dressed.

If the dresser / chest / armoire is an older piece of furniture that is hard to get into, then going with option number one is best. Besides it being frustrating to have to get into and out of these drawers everyday, it could also be damaging to the piece of furniture.

You will want to ask the homeowner if they have a preference.



## Built-In Cabinets

If there are built-in cabinets in the bedroom you will only store items in the “closed” sections. Any open space will be for decorative items.

Items likely to be stored in these cabinets are listed below:

- Electronics
- Photos & Photo Albums
- Memorabilia / Year Books
- Cameras
- Extra Accessories
- Extra Linens

The guidelines for organizing the items listed above can be found in the policies and procedures listed below:

Misc. Odds & Ends  
Photo Organization

## Desk Area

Desk areas within a bedroom are typically not the main office area and really more of a “writing” station. You will want to outfit the space with the office basics (pens, pencils, notepads, post-it notes, tape, scissors)

and with personal stationery.

You will not want to over-load this area with a ton of office supplies, just the basics needed to jot a message or write a thank-you note.

If this IS the only work area available and the bedroom desk will function as the home office – refer to Office policies and procedures for setting up this area.

## Night Stands

You always want to be sensitive when working in a client’s night stand and make certain that you are being discreet with any personal items found.

*Always check with a client before working on nightstand areas.*

Nightstands are typically small and don’t offer much storage so you want to limit the items kept here to things such as:

- Books
- Reading Glasses
- Flashlight
- Lotion
- Kleenex
- Small Notepad & Pen

### Under-Bed Storage

It is our preference to avoid storing anything under a bed. If you are in a situation where you have no other option - be sure to use proper storage products to make accessing the items as easy as possible.

Items stored under a bed should be restricted to items that are not used frequently.

### Bookshelves

It is our preference to avoid using bookshelves for storage, and to leave them open for decorative items.

If storage is limited and it is necessary to store items on the bookshelves – it is important to make the items being stored as visually attractive as possible.

When possible – contain the items being store on the bookshelves in closed boxes or bins that match the décor of the room.