

# Linen Closet

## Steps To Organizing A Linen Closet

- Clear Out Entire Space
- Wipe Everything Down
- Line Shelves Using Shelf Liner
- Sort Items: Keep, Trash, Donate, Sell
- Put Items To Trash In Bag and Throw Out
- Put Items To Donate In Bag
  - Bring Items To Donation Center
- Put Items To Sell In Bag
  - Bring Items To Consignment Store To Sell
- Sort Keep Items Into Sub-Categories
  - Toiletries
  - Towels
  - Sheets
  - Bulk Items
  - First Aid
  -
- Put Items Back Logically:
  - What Do You Need In The Linen Closet?
  - What Items Do You Use Frequently?
  - What Items Do You Use Infrequently?
  - Is There A Better Spot For This Item?
  - Can I Use The Door?
- Label
- Complete Linen Closet Inventory
- Reassess Space And Make Adjustments