Garage Organization

Use this checklist to clean out, clean up and organize your garage.

Assess what you have.

* Create three categories - keep, toss, and donate. As you work through cleaning the garage, assign each item a category. Take into consideration:
  + When was the last time you used it?
  + Is it cheap to replace if you haven't used it recently?
  + Is it time to replace the item with an updated version?
  + Do you know what it is?
  + Is it in good shape?
  + Could someone else get more use out of it than you do?
  + Do you NEED it?
* Once you've tossed the junk and set aside the donated items. Go through the keep pile again and reassess things.

Divide space into designated areas

* Empty area large enough for a car
* Workshop area for carpentry work or hobbies
* Lawn & garden area for yard tools & mower
* Kids area for bicycles and toys
* Recreational / Sports
* Storage area

Sort & Group

* Sort power and standard tools. Toss anything that is broken, that you don't know what it is, that you can't remember the last time you used it, etc.
* Make a list of anything you toss that needs replacing.
* Organize nuts, bolts, screws, nails, and other small parts into clear containers. Label containers.
* Use hooks, shelves, storage cabinets, etc. to organize larger items.
* Make use of overhead space for seasonal, holiday, and rarely used items.