

Planning Checklist: **BASEMENT**

Key Considerations	Use It	<i>How frequently is it used?</i>	Count It	<i>How many items need to be accommodated?</i>
	See It	<i>Should it be visible/displayed or behind a door or in a drawer?</i>	Move It	<i>Is there a more appropriate place for it?</i>
	Plug It	<i>Does it require a nearby outlet?</i>	Toss It	<i>Is it time to dispose of it?</i>

	Use It					See It		Plug It		Count It	Move It	Toss It	Notes
	Always	Often	Occasional	Seasonal	Seldom	Yes	No	Yes	No				
All the Stuff													
Holiday decorations													
Gift wrap/ribbons													
Seasonal dishes/linens													
Exercise equipment													
Sporting goods													
• Skis/boots clothes													
• Ice skates													
• Golf clubs													
• Camping supplies													
• Sleeping bags													
Seasonal clothes													
Luggage													
Duffel bags													
Outside supplies													
• Hose													
• Gardening tools and pots													
• Lawn furniture													
• Cookers													
Small tools													
Small appliances													
Large tools													
Large appliances													
Furniture													
Technology													
Computer													
Printer													
Printer paper													
Books													
Newspapers/magazines													
Canned goods													
Paper products													
Washer/dryer													
Laundry hamper/supplies													
Household files													
Other:													