

# *Your Personal* Closet Inventory



By Kay Wade

closet*f*actory

# Congratulations!

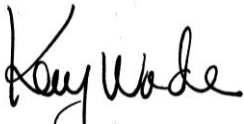
You're now on your way to getting beautifully organized! You've made a great decision that will help you get the best closet possible!

The next two pages are "Your Personal Closet Inventory" form. I have included a few notes and tips on the form that I hope you find useful in organizing your closet.

Soon you will be meeting with your Closet Factory Design Consultant. Your designer is anxious to create the perfect closet for you – one that will fulfill all of your organizational, storage and aesthetic needs!

I sincerely hope that you'll love your new Closet Factory closet!

All the best,

A handwritten signature in black ink that reads "Kay Wade". The signature is written in a cursive style with a large, stylized 'K' and 'W'.

Kay Wade  
Vice President of Design, Head Designer

# Your Personal Closet Inventory

WHO WILL BE USING THIS CLOSET?



Take separate inventory counts for each closet user.

## HANGING GARMENTS

Use a tape measure to measure the linear length of the rod used for each type of hanging garment.

### SHORT HANG

Measuring 39" or less in vertical length, including hanger.

Group all similar length garments together into short, medium, and long before measuring how much space they occupy.

Shirts / Blouses



Jackets / Sports Coats



Pants / Slacks (folded over)



T-Shirts / Tank Tops



Sweaters / Vests



Miscellaneous Tops



or TOTAL SHORT HANG



### MEDIUM HANG

Measuring between 39" and 54" in vertical length, including hanger.

Allow 1" of rod space for each hanger-garment. If the hangers are closer together than 1" then it is likely that the garment will require ironing to remove the wrinkles from being crushed in the closet.

Long Jackets



Medium Coats



Short Dresses



Pants / Slacks (hung long)



Pantsuits / Men's Suits



Miscellaneous Medium Hang



or TOTAL MEDIUM HANG



### LONG HANG

Measuring over 54" in vertical length, including hanger.

For clothes that no longer fit or are no longer worn, consider disposing of them, storing them for future use, or donating them to a charity of your choice.

Long Dresses / Gowns



Long Coats / Trench Coats



Bath Robes



Jumpsuits / Overalls



Miscellaneous Long Hang



or TOTAL LONG HANG



### EXISTING ROD SPACE

Use a tape measure to measure the total length of the rods in your closet.

# Your Personal Closet Inventory

WHO WILL BE USING THIS CLOSET?



Take separate inventory counts for each closet user.

## NON-HANGING ITEMS Items that fit on a shelf, in a basket, on a hook, or in a drawer.

### FOLDED GARMENTS Count how many of each type of item OR how many linear inches of shelf is needed for each item type.

Stack no more than 3 bulky items in a stack to keep access easy. If you must stack more, then keep the stack no taller than about 12".

Thick, bulky sweaters



Thin, light sweaters



Sweatshirts, sweat pants



T-Shirts, tank-tops



Pajamas



Other, Miscellaneous



### NON-FOLDED GARMENTS Count how many of each item OR write how many drawers for each item type.

Consider having drawer dividers to keep these items nicely organized. Your designer can suggest the best way to divide your drawers.

Underwear



Lingerie



Socks, Pantyhose



Scarves



Gloves, mittens



### ITEMS ON SHELVES Count how many of each item OR write how many inches of shelf is needed for each item type.

Use shelf dividers or cubbies to keep handbags organized.

Shoes (# of pairs)



Handbags, purses



A combination of flat and slanted shelves is often the best choice to provide options.

Boxes, hat boxes



Shoe boxes, photo boxes



Luggage, gift boxes



### ITEMS ON HOOKS Count how many of each item OR write how many hooks are needed for each item type.

Sliding belt and tie racks fit into the hanging sections of a closet without taking much of the valuable hanging space.

Handbags, purses



Scarves



Ties



Valet rods are great for laying out tomorrow's outfit or packing a garment bag.

Belts



Hats



### SPECIALTY OPTIONS

Custom double-decker velvet jewelry drawers keep personal jewelry well organized.

Jewelry Drawers



Laundry Bins /Baskets