

HOW TO GUIDE FOR TAKING INVENTORY

ONLINE DESIGN CONSULTATION





HOW TO TAKE INVENTORY

Your closet inventory plays a major role in optimizing your closet for your wardrobe. Your designer will need to know what you currently have in your closet plus anything else you want to add from other places in your home, such as another closet or a dresser.

To take an inventory, you will need a pen or pencil, a tape measure, and our “Closet Factory Inventory Worksheet”. When you take your inventory, it does not have to be precise. Rough measurements are good enough. Our goal is to maximize the space in your closet.

The following steps will explain how to take a good inventory. You can also check out our video guide at <https://www.closetfactory.com/blog/how-to-take-an-inventory-of-your-closet/>.

HANGING ITEMS

- If two people are sharing the same closet, measure the inventory for each person separately.
- To measure how long something is measure from the top of the hook of the hanger to the bottom of the garment.
- Gather all of your **short hanging items** (39" or less) and hang them together.
- Space them as you would normally. Do not pack them too tight together or too loose apart.
- Measure the length these items occupy on the rod in linear inches with your tape measure.
- Remember to include items that you wish to store in your closet that are not currently in the closet.
- Record the total inches on your Closet Factory Inventory Worksheet.
- Repeat the process with your **medium hanging items** (40" - 54") and **long hanging items** (55" and longer).



medium hanging items
(40" - 54")

short hanging items
(39" or less)

long hanging items
(55" and longer)

FOLDED ITEMS

- Sweaters, sweatshirts and T-shirts are best stored as **folded clothes** in a closet.
- Organize all of the folded clothes you want to have on shelves in the closet into 12" high piles.
- Include the folded clothes in drawers if you want to store them on shelves.
- Count the piles and record the number of piles on your Closet Factory Inventory Worksheet.

SHOES

- Count the number of **pairs of shoes** you have and note the total on your Closet Factory Inventory Worksheet.
- Include shoes you have in other places such as your gym bag, the ones that you kicked off somewhere in the house and the ones you are wearing.
- Measure the width of your widest pair of shoes (usually running shoes) across the widest point and note it next to the number of pairs of shoes.
- Count the number of pairs of **tall boots** that you need a taller space for.

folded clothes



normal shoes

tall boots

DRAWERS

- Drawers are best for items that are smaller such as underwear and socks and items that do not fold well such as gym clothes or bathing suits.
- You can have folded clothes in drawers if you wish, but folded clothes are easier to access if they are stored on shelves.
- List how many drawers you would like and what you want to store in each one.

Here are some examples:

- o Drawer #1 – jewelry
- o Drawer #2 – underwear/bras
- o Drawer #3 – socks
- o Drawer #4 – pajamas
- o Drawer #5 – workout clothes

MISCELLANEOUS

- List any other items you want to store in your closet including items such as purses, hats, boxes and luggage.
- Take measurements of extra items and list them next to each item.
- It is best if you can take the height, width and depth of each item.



Miscellaneous

Drawers

CLOSET FACTORY INVENTORY WORKSHEET

Name _____

Room _____

Person #1

Person #2

HANGING CLOTHES

Short hanging items (39" or less)

Medium hanging items (39" or 54")

Long hanging items (over 54")

FOLDED ITEMS

Number of stacks of clothes

SHOES

Number of pairs of shoes

Number of pairs of boots

Width of widest pair of shoes

DRAWERS

Contents of drawer #1

Contents of drawer #2

Contents of drawer #3

Contents of drawer #4

Contents of drawer #5

Contents of drawer #6

MISCELLANEOUS ITEMS
