ROOM-BY-ROOM CHECKLISTS

A companion to Decluttering Your Home.

ONE ROOM.
ONE SHELF.
ONE DECISION.



START HERE

How to Use These Checklists

One room at a time, and one area at a time within it.

Work through one room at a time, and one area at a time within it. Tick each area once you've finished it.

For each item, choose one of five decisions

Keep	Pass Along	Sell	Decide Later	Recycle or Discard

Put "decide later" items in one clearly marked spot and give yourself a date to revisit them.

> SOME THINGS NEED A SPECIAL DESTINATION
>
> In Hamilton, book bulk pickup for furniture and mattresses at least a week ahead (up to four items per booking), take paint, batteries, chemicals and other household hazardous waste to a City of Hamilton Community Recycling Centre, recycle electronics and return medications to a pharmacy. Check current rules at hamilton.ca.

Small steps count. You don't have to finish a room in one day.

For the full approach, see Decluttering Your Home.

This guide provides general information only and is not legal, financial, tax or mortgage advice. Programs, rules and costs change; confirm details for your situation with the appropriate professionals. Not intended to solicit clients already under contract with a brokerage.

CHECKLIST

Kitchen

Start with the drawers and cupboards you open every day.

- [ ] Pantry and expired food
- [ ] Spices and baking supplies
- [ ] Food storage containers and lids
- [ ] Dishes and glassware
- [ ] Small appliances
- [ ] Utensils and duplicate tools
- [ ] Junk drawer
- [ ] Under the sink
- [ ] Cookbooks and recipes
- [ ] Fridge and freezer
- [ ] Bags and wraps

Decide later: revisit by _____

NOTES

CHECKLIST

Dining Room

Often where the good dishes and the paperwork both end up.

- [ ] China and serving pieces
- [ ] Table linens
- [ ] Sideboard or buffet
- [ ] Candles and table décor
- [ ] Tabletop papers and mail
- [ ] Extra chairs and leaves

Decide later: revisit by _____

NOTES

CHECKLIST

Living Room

Keep what you use and what you love seeing.

- [ ] Books and magazines
- [ ] DVDs, CDs and games
- [ ] Electronics, remotes and cables
- [ ] Blankets and cushions
- [ ] Ornaments and keepsakes on display
- [ ] Photo frames
- [ ] Candles, vases and plant pots
- [ ] Furniture you no longer use

Decide later: revisit by _____

NOTES

CHECKLIST

Front Hall

The first thing you see coming home.

- [ ] Coats and jackets
- [ ] Boots and shoes
- [ ] Hats, gloves and scarves
- [ ] Umbrellas and bags
- [ ] Keys and the drop zone
- [ ] Hall closet shelves

Decide later: revisit by _____

NOTES

CHECKLIST

Bedroom

Clothes are easier than keepsakes. Start there. Print one for each bedroom.

- [ ] Clothes in the closet
- [ ] Dresser drawers
- [ ] Shoes
- [ ] Jewellery and accessories
- [ ] Bedding and pillows
- [ ] Nightstands and dresser tops
- [ ] Under the bed
- [ ] Books
- [ ] Personal care items
- [ ] Children's or grandchildren's toys and things
- [ ] Furniture you no longer use

Decide later: revisit by _____

NOTES

CHECKLIST

Bathroom

Print one for each bathroom.

- [ ] Medicine cabinet
- [ ] Countertop
- [ ] Under the sink
- [ ] Toiletries and bath products
- [ ] Makeup and hair tools
- [ ] Towels and washcloths
- [ ] Shower and tub area
- [ ] Cleaning supplies

> SPECIAL DESTINATION
> Return expired or unused medications to a pharmacy.

Decide later: revisit by _____

NOTES

CHECKLIST

Closets & Storage

Top shelves and floors hide the most.

- [ ] Out-of-season clothing
- [ ] Shoes and accessories
- [ ] Luggage and bags
- [ ] Bedding and linens
- [ ] Seasonal decorations
- [ ] Boxes and bins
- [ ] Sports equipment
- [ ] Top shelves and floor

Decide later: revisit by _____

NOTES

CHECKLIST

Laundry Room

- [ ] Detergents and laundry products
- [ ] Shelves and cupboards
- [ ] Baskets and hampers
- [ ] Ironing supplies
- [ ] Cleaning tools
- [ ] Utility sink area
- [ ] Tops of the machines

Decide later: revisit by _____

NOTES

CHECKLIST

Office

- [ ] Desktop
- [ ] Desk drawers
- [ ] Pens and stationery
- [ ] Notebooks and journals
- [ ] Books and binders
- [ ] Cables and chargers
- [ ] Old electronics
- [ ] Business cards and flyers
- [ ] Furniture you no longer use

> SPECIAL DESTINATION
> Recycle electronics rather than putting them in the garbage.

Decide later: revisit by _____

NOTES

CHECKLIST

Papers & Documents

Go slowly here. Some papers matter more than they look.

- [ ] Mail and flyers
- [ ] Bills and statements
- [ ] Tax records
- [ ] Manuals and warranties
- [ ] Medical paperwork
- [ ] Cards and letters
- [ ] Home and property documents
- [ ] Files to scan

> SPECIAL DESTINATION
> Shred anything with personal or financial information. Ask your accountant what to keep before throwing out tax records.

Decide later: revisit by _____

NOTES

CHECKLIST

Keepsakes & Photos

The hardest things to sort. It's fine to leave this room for last.

- ☐ Printed photos and albums
- ☐ Slides, negatives and old videos
- ☐ Children's artwork and schoolwork
- ☐ Cards and letters
- ☐ Heirlooms
- ☐ Collections
- ☐ Items to offer family (set a date to claim)
- ☐ Things to photograph or digitize

Decide later: revisit by _____

NOTES

CHECKLIST

Basement

- [ ] Stored boxes
- [ ] Seasonal decorations
- [ ] Exercise equipment
- [ ] Tools and maintenance supplies
- [ ] Home improvement leftovers
- [ ] Paint and chemicals
- [ ] Old linens and clothing
- [ ] Toys and children's items
- [ ] Craft and hobby supplies
- [ ] Water-damaged items

> SPECIAL DESTINATION
> Paint and chemicals go to a City of Hamilton Community Recycling Centre.

Decide later: revisit by _____

NOTES

CHECKLIST

Attic

- [ ] Holiday decorations
- [ ] Boxed clothing
- [ ] Luggage
- [ ] Books and magazines
- [ ] Toys and games
- [ ] Heirlooms and antiques
- [ ] Memorabilia
- [ ] Old electronics
- [ ] Damaged items

Decide later: revisit by _____

NOTES

CHECKLIST

Garage

- [ ] Tools and workbench
- [ ] Hardware
- [ ] Paint, chemicals and batteries
- [ ] Garden tools and supplies
- [ ] Sports and camping gear
- [ ] Bicycles
- [ ] Car parts, tires and accessories
- [ ] Building materials
- [ ] Seasonal items
- [ ] Furniture and large items

> SPECIAL DESTINATION
> Paint, chemicals and batteries go to a City of Hamilton Community Recycling Centre. Check local rules for tires.

Decide later: revisit by _____

NOTES

CHECKLIST

Porch & Yard

- [ ] Patio furniture and cushions
- [ ] Planters and pots
- [ ] Garden tools
- [ ] Shed or storage boxes
- [ ] Outdoor lighting and decorations
- [ ] Barbecue area
- [ ] Outdoor toys and play equipment
- [ ] Pool supplies
- [ ] Lawn ornaments
- [ ] Seasonal items

Decide later: revisit by _____

NOTES



ROOM-BY-ROOM CHECKLISTS

One drawer at a time is still progress.

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