

# ORGANIZ ER

The Newsletter for Organizing your Office, Home, and Life

November 2007

## Organiz-ER

290 Broadway, #276  
Methuen, MA 01844  
Phone: 978-376-9606

E-mail: [admin@organiz-er.com](mailto:admin@organiz-er.com)



### Plan a Garage Clean-up Day

Setup and organize the supplies before the start time: Do not cut into your time running around the house finding things.

If you have a large crew, divide family members into teams. A little bit of healthy competition thrown into the mix can increase productivity – and bring some fun to the project.

While you are working, keep in mind these basic categories: Trash, Give Away, Short-Term Storage, Long-Term Storage.

Take a little time to reminisce. Your family will remember this event with happiness if there is laughter present during the work.

### Hidden Treasure?

If no one in the family can remember the last time the garage was given a through cleaning, you may just find something unexpected. Who knows?

## Organize your Garage

*Do you want to get your car in the garage this winter?*

Many of us know that making the garage a "catch-all" room for all our stuff is only too easy. Before too long, and without thinking about it, you have got a real mess on your hands.

The hard part is getting your garage back to a place where you can park your car, and keep track of the items which belong there.

Cleaning your garage is a great organizing opportunity to take inventory of items you will need for all your seasonal home maintenance needs.

Keep the items you will need for each season (rakes and lawnmowers for the spring

and summer; shovels for the winter) close to the front of the garage for easy access.

Another idea is to use hooks instead of nails for items you want to hang on the wall. Hooks are more gentle on hoses and other flexible items.

You can keep your ladder out of the way by hanging it instead of leaning it against the wall. Be sure your wall is strong enough to support the weight.

To make room, have a garage sale, give to charity, or take a trip to the landfill.

Finally, call **Organiz-ER** to help you turn your garage back into what it was originally designed to do.

### Garage Safety

The key to garage safety is organization (sound familiar?). Slips and falls occur when traffic areas are blocked and things are not put away.

Begin by ensuring that your garage has adequate lighting. Use shelving that is firmly fixed to the walls and store the heaviest items on the lower shelves.

Keep a fire extinguisher and first aid kit in the garage where they are easily and quickly accessible.

Never store oily rags which are a fire hazard and can spontaneously combust.

Do not store chemicals, tools, and equipment that no longer serve any useful purpose. Purchase only as much as you need. If there are any leftovers, dispose of the container and remaining contents according to the package instructions.

*Never pour hazardous materials down the drain.*

## Organiz-ER

Visit the website for new and exciting Ideas and more TIPS!

<http://www.organiz-er.com>

### The Garage Floor – Make a Clean Sweep

A clean garage floor reduces clutter and prevents accidental slips and falls. A clean floor also provides a brighter, more welcoming environment.

Keeping as many items off the floor as possible makes it easy to sweep often. Dirt and dust from the garage often ends up in the house.

For oil stains on the floor, apply a laundry pre-spotter and leave on for 5 to 10 minutes. Sprinkle with laundry detergent and scrub with a stiff broom or brush. Wipe up residue with paper towels.

### Conserve water

Clean your garage floor with a broom, rather than a hose.



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