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## The Key to Good Storage in your Room : Extension Circular 11-111-2

Elsie DeLunger

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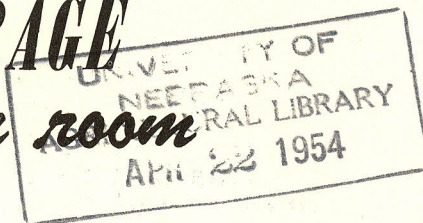
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E.C. II-III-2

# THE KEY TO GOOD STORAGE

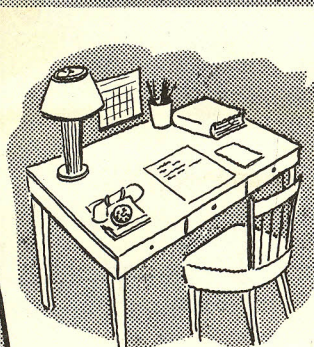
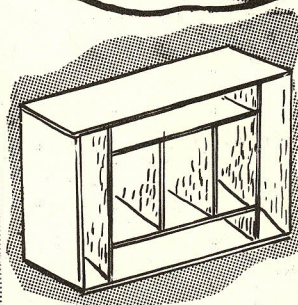
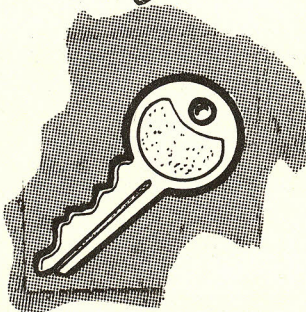
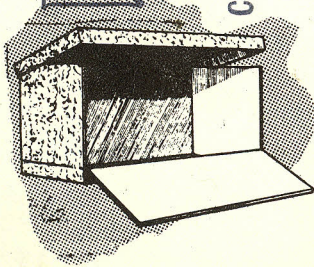
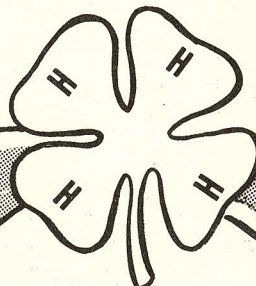
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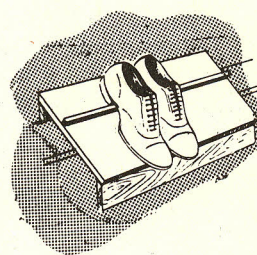
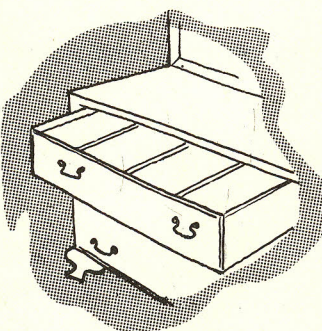
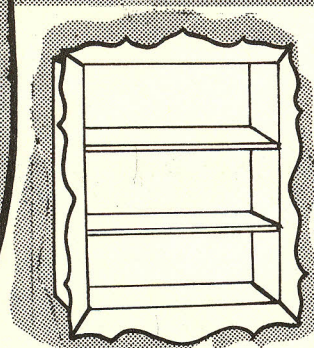
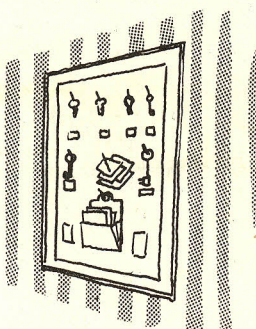
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*Let's get  
Organized!*



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## "THE KEY TO GOOD STORAGE IN YOUR ROOM"

By Mrs. Elsie DeLunger

This bulletin and its companion, "The Key to Good Storage in Your Home," were written in response to a need expressed by leaders, 4-H club members, parents, and home agents. It is meant to give suggestions for solution of problems, or ideas for adaptation rather than to furnish specific solutions to one's particular need.

The author wishes to acknowledge gratefully the assistance of Miss Magdalene Pfister, Home Living Specialist, in the preparation of this circular.

The circular may be used as a separate project in the middle unit of the Home Living division of 4-H Club Work.

### REQUIREMENTS FOR STORAGE IN MY ROOM

1. Check storage facilities in your room.
2. Store out of season clothing and equipment.
3. Provide storage for 4-H records, hobbies or trinkets.
4. Make at least three of these:

Dresser drawer boxes or dividers.  
Sliding trays for deep drawers.  
Hat boxes or other storage boxes.  
File or box for club supplies.  
Shoe box or shoe rack.  
Tie, belt or ribbon rack.  
Garment bag.  
Laundry bag.  
Pin-up board.  
Hanging shelves.  
3 shoulder length dress protectors.  
Storage chest.

5. Write a "before and after" storage story. Use sketches or pictures.



## YOU AND YOUR LAZY SPACE

"Pick it up, dear, and put it away."

Did you ever hear those words? Probably most of us have. This doesn't always mean we've been lazy or careless. Often it means that we have lazy space in our homes, spaces that are not in use at all, while perhaps some other spot is so overworked that it can't do its own bit of work very well, and never looks tidy.

This bulletin is about you, your habits, and the lazy space in your room. Take a good look at your room. Now think about your habits of orderliness. Would they stand inspection? Would a few changes help the appearance and efficiency of your room, and make it a more enjoyable place for you and possibly your roommate? Remember, organization is the key that unlocks the lazy space in your room.

It's storage we're thinking about! Storage is a place to put things. It takes proper planning and needs a lot of "doing", but it's worthwhile to have - A place for everything, and everything in its place!



Figure 1

Are you acquainted with the little girl who defined the closet as a "place to hide things"?

And maybe you've joined the laughs when you heard Fibber Magee having trouble with his closet. But it's a pretty hard fact to face, isn't it, when we realize that usually the reason we laugh so hard is that we can understand so well. Figure 1

Most of us have trouble finding the right places to put things and then putting them there. Some of us have nice storage places which have become very lazy indeed, because we don't arrange them well or put them to work for us. Is there a lazy storage place in your home? What about the top half of your clothes closet?

Some of us may have no storage except dressers, a nail behind the door, or a corner with a shelf. Even that space can get lazy.

Others of us just have too many things! How long has it been since you went through your stuff to see how much has been outgrown or become uninteresting to you? One neighbor said she liked to "red out and get shed-of" things.

Many people live in rented homes which have little or no storage space. In that case, portable units or collapsible wardrobes and specially built pieces would be most acceptable. Whatever your individual situation, remember that the right things should be in the right place at the right time.

What should be our aims, then, in planning storage?

1. Take better care of the article.
2. Save time and energy - keep things handy.
3. Do our share to make our homes look neater and more orderly.



4. Build good habits for ourselves and our family.
5. Make our homes safe.
6. Make our homes more attractive.

You will need to consider these points as you plan your projects:

1. Make a list of things that need to be stored in your room.
2. Sort out the unnecessary or seldom used items for storage elsewhere or for disposal.
3. Plan to store articles as near as you can to the place where used most often.
4. Store together similar items or articles of similar use.
5. Much used items should be stored where they can be quickly and easily reached and returned to storage.
6. Plan to use available storage space before building any new. Arrange flexible spaces, which will "grow as you grow" and convert easily to new uses.
7. If all available space is being well used, look around for extra space to place built-ins or portable storage.
8. Good lighting and ventilation is essential.
9. Think of the ease of cleaning this storage unit and the articles in it.
10. Try to store each item in an appropriate place:
  - a. Location according to use means to have everyday garments stored where they can be quickly found.
  - b. Storage according to need means to have seasonal clothes at hand -out of season clothes put away.
  - c. Location according to safety means to store each thing so it will be kept in as perfect condition as possible.

Now's a good time to take a "before" picture.

For help in some particular problem, you will find these bulletins valuable:

Storage for Clothing and Linen, Part I - Planning the Space - E.C. 11-227  
Storage for Clothing and Linen, Part II - Making it Convenient - E. C. 11-228  
Closets and Storage Spaces U.S.D.A. - Farmers Bulletin #1865

Maybe you'll want to divide your problem by "rooms" instead of by "articles".



Let's talk about personal closets first, because that's what you'll probably know more about and be able to do more nearly by yourself. We all have problems of storing clothes.

Do this:

1. Sort out those garments not in season.
2. Lay aside the out-grown ones.
3. Sort anything needing special care (sweaters, fur cap or coat), things needing repair or mending.
4. Sort according to use (sleeping togs, out-of-door sports, dress clothes).

Check here  
when done:

( )

( )

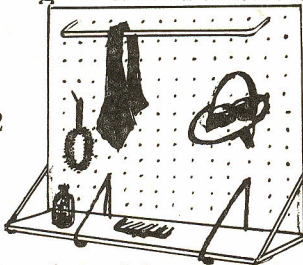
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Now do this:

1. Which ones can go on or in drawers?
2. Which ones should be hung up?
3. Find appropriate places.

Children who share a room need special planning to allow each some privacy and to make housekeeping easier. Working with storage is a good means of cooperating in a worthwhile project.

Figure 2



If you are living in a house you own, so that improvements can be permanent, or if you can use in movable wardrobes, do look for "peg-board" sheets for lining closets or other storage spaces. Figure 2 With all the adjustable gadgets one can purchase to use with this, most any storage need can be met.

So simple a thing as raising the floor in any closet does two things: (1) allows room for a drawer at floor level, and (2) keeps dust out of the closet.

If you need flat storage consider making one of these:

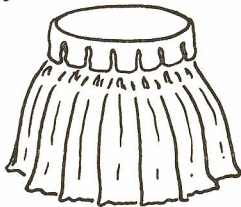


Figure 3

Figure 3. A slip-covered hassock made from a cheese box which could be equipped with a shoe polish kit and shoe storage pockets or other items as you choose.

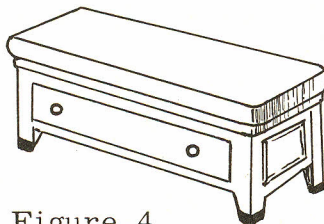


Figure 4

Figure 4. A window seat or chest with hinged lid or the cut down base of an old dresser. This, Figure 5, shows the two small drawers used as a vanity.

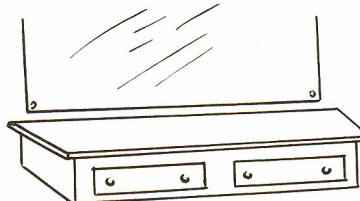


Figure 5

Figure 6. Cardboard or wooden boxes covered with paper or plastic or cloth.

Wooden boxes so finished, and fitted with casters are especially attractive and useful.



Figure 7. Step-shelves of wood or heavy cardboard.

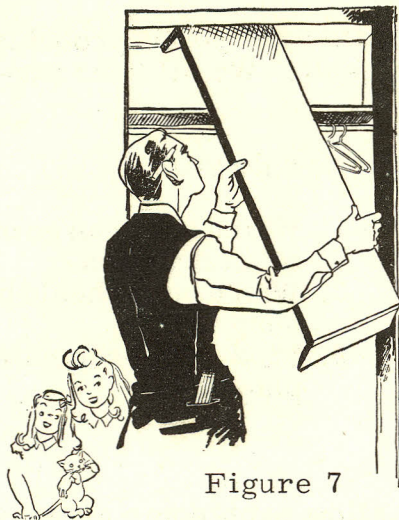


Figure 7

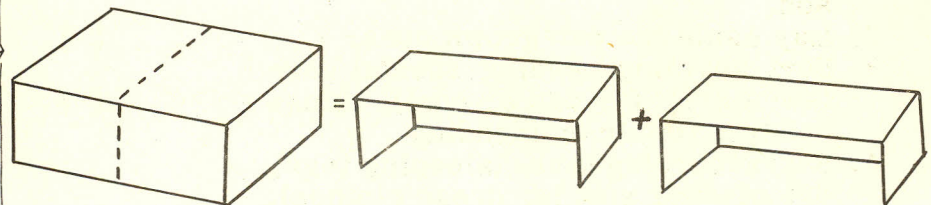


Figure 8

For things that should be on hangers, provide tall spaces for long garments and shorter spaces for shirts, skirts, and blouses or coats. The sketch, Figure 9 shows you how a suspended shelf adds usable storage space above the floor where dust will be less apt to harm things.

#### Garment Bags

Sometimes special protection is needed for formals, seasonal coats and suits, and dresses. This can be provided by a garment bag which can be constructed to hold from one to six garments, depending upon their bulkiness. Figure 10. A 7 or 8 inch wide bag can usually store 4 dresses.

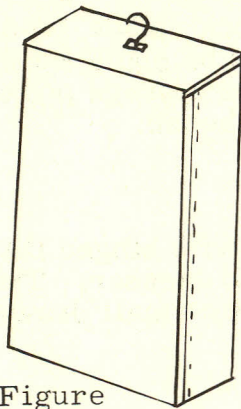


Figure 10.

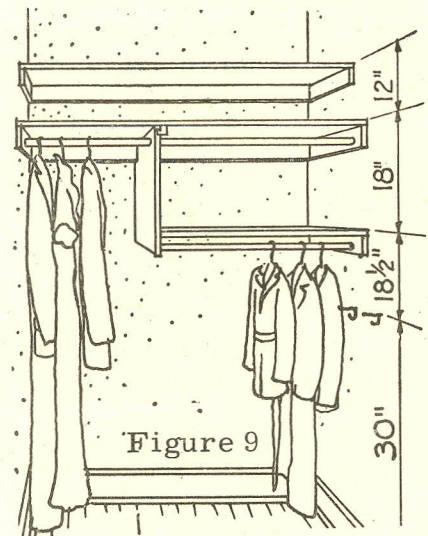


Figure 9

Materials needed for such a bag: An old fashioned wire hanger with shoulder loop. Heavy cardboard for the top and bottom frame. One strip of wood the width of the case. Strong but pliable wire  $2 \frac{1}{4}$  x the width of the case. Cloth, amount depending on size of case. Fasteners, - clamps, snaps, grippers, ties, or slide. Thread - heavy duty to match material.

Fabric for the bag should be firm enough to shed dust, strong enough to wear well, easy to work with, and as attractive as possible. A wide range in prices is to be found, but starched feed sacking can serve the purpose as well as satin. Some especially suited ones are 80 square printed cotton, glazed chintz, polished cotton, medium weight plastic (use muslin to reinforce top and bottom), and denim.

#### Construction methods.

1. Straighten the loops of the wire hanger.
2. Measure and cut the cardboard top and bottom. This must be 4 inches longer than the hanger and as wide as desired, probably about 8 inches.



3. Center a lengthwise 2 inch slot in the top cardboard for the hanger hook insertion.
4. Slide the strip of wood between the cardboard and the hanger hook. This wood piece must fit very firmly. A piece about one-half inch wide and three-fourths inch at the end is suitable, or an inch strip about three-eighths inch wide. Figure 11.
5. A pliable wire is then looped under the hanger wire below the cardboard and centered. Bring each end up over the wooden strip, leaving enough slack beneath the cardboard for garment hangers. Figure 12. Wind the wire ends securely around the hook. Figure 13.

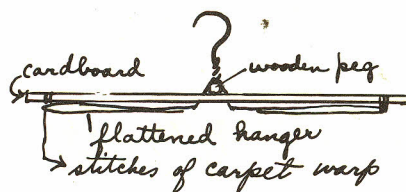


Figure 11

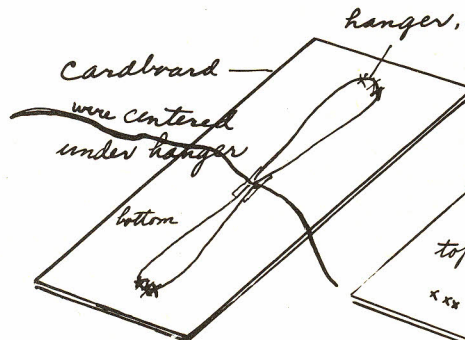


Figure 12

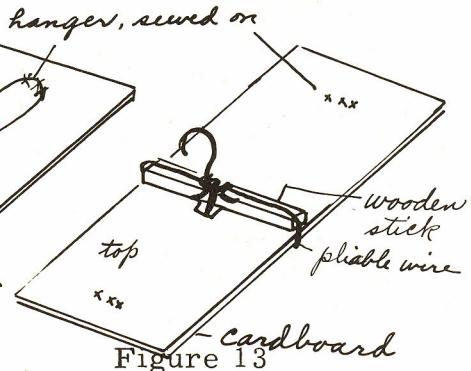


Figure 13

6. Now measure your cardboard and estimate your material. You will need twice the length of the desired bag if you use 36 inches width fabric. For 54 inch plastic, purchase the length around the cardboard plus seams and laps for closing. If you get a print with a centered design remember that extra length will be needed to make an attractive bag. For this reason a plain color or an all-over print is more economical.

Here is the suggested layout for making a bag - approximately 7 x 21 x 47 1/2 of 36 inch fabric, all over design, allowing 1/4 inch seams. This takes 2 2/3 yards. Figure 14 If the material is not fully 36 inches or if it has a centered design, you will need three yards, and the top and bottom piece will be taken off crosswise instead of lengthwise.

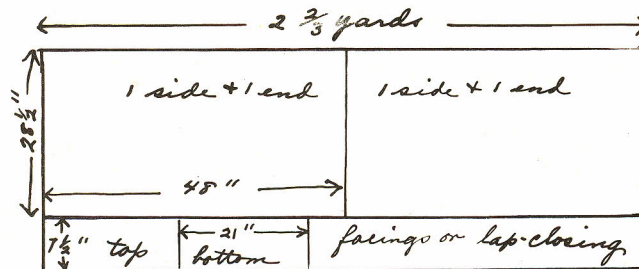


Figure 14.

In planning the length of the bag, be sure to allow 5 inches besides the actual dress length, to allow for "hanger" room under the top of the bag. Be sure to measure the length of the garments you want to store before planning your material.



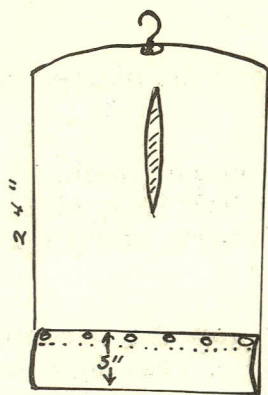


Figure 15

### Storage for Soiled Clothes

Reed or wooden hampers with hinged lids are the most satisfactory holders for soiled garments but often a portable holder is needed. Figure 15. Any size or shape desired may be made, but keep in mind that the bag should be attractive, durable, easily laundered, and easily made. Directions for a good one are in E. C. 4-01-2, page 23.

### Shoe Storage

Portable shoe racks may be purchased or made, and built-ins are simple. Page 52 in E. C. 7-11-2 (Revised). 4-H Woodworking, shows how to build a nice rack. Figure 16 through 22 show other ideas. Figure 18 is made with two widths of curtain rods, and Figure 21 is made from wire coat hangers.

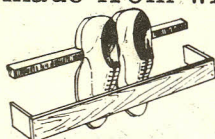


Figure 17

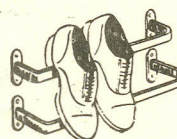


Figure 18

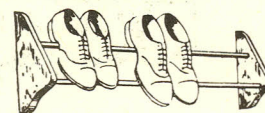


Figure 19

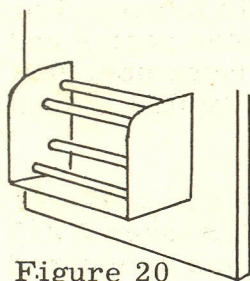


Figure 20

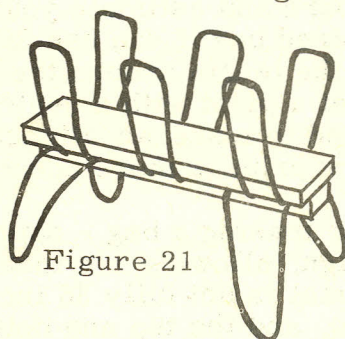


Figure 21

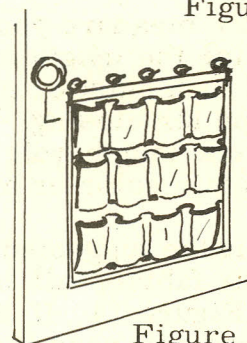


Figure 22

Fabric shoe bags with individual pockets have the advantage of keeping out the dust when shoes are not in use.

### Shoe Bags or Pockets

If you have no place for a wooden rack or have no covered box for shoe storage, you can make a shoe bag to hold as many pair of shoes as you desire.

Materials for a shoe bag should be washable, stiff enough to hold its shape quite well, strong enough to be durable, and easy to handle. Such materials as denim, pillow ticking, and Indianhead are suitable.

How to plan for material -

1. Measure the space where the shoe bag will hang.
2. With a tape, measure your shoes (laid sole up on a table) across the ball of the foot, from table to table, and add 1/2 inch. (This is to be sure the shoe will not be bigger than the pocket. Figure 23. Then measure the widest



part of your shoe sole and add  $1/4$  to  $1/2$  inch. The "ball of foot" measurement is laid upon the sole measurement in the form of a box plait.)

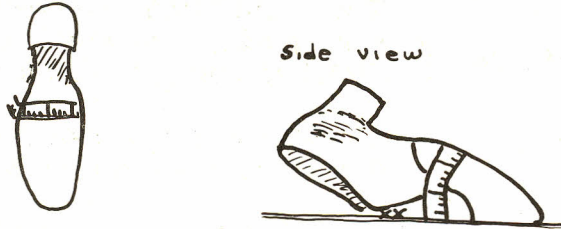


Figure 23

Pockets should be as deep as it is from the inner edge of the heel to the toe tip.

Now you can compute the material you will need. For instance, the pockets should each be 9 inches x 8 inches deep and  $4\frac{1}{2}$  inches across. To store four shoes (2 pair) you would need probably 9 inches of material 36 inches wide, for pocket tops.

For this strip of four pockets you would need a space 18 inches wide. Add to the material a piece for backing 18 x 10 inches, so you'll have some seam and hem width.

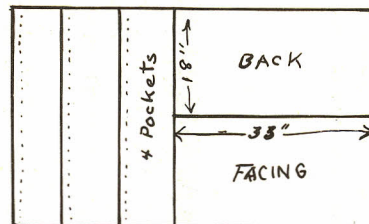
Now if you want a double row of pockets, you'll need twice this amount or 1 yd. 6".

Some people like to face the back to give it weight. If you wish to do so, add double the backing, or about  $1\frac{2}{3}$  yd.

If you plan to hang the bag with rings be sure to plan a space to put the eyelets or attach the rings.

Tops of the pockets may be bound, faced, or hemmed. Edges may be treated likewise.

Here is a suggested layout on 36 inch material. Figure 24. If you want your pocket rows two inches apart (or if you want to store six pairs of shoes) you will need more material.



*For 6 pair of shoes  
Faced back  
1 yd., 24 inches*

Figure 24

Here is a detail drawing of one set of pockets. Figure 25.

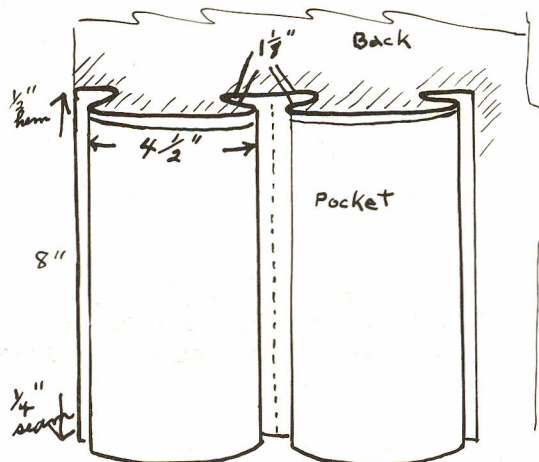


Figure 25



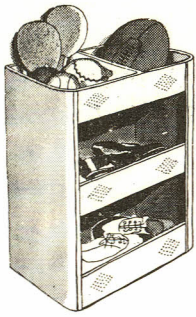


Figure 26

Why not use a metal vegetable bin for storage of sports gear, rubbers, or overshoes? Figure 26 The ventilated divisions allow for quick drying of wet things, and soil can be easily washed off the finished compartments.

Now can you see how planning and organization are unlocking the lazy spaces in your room?

Especially in older homes, closets are often deep and narrow. This can sometimes be improved by ceiling the closet just above the door frame, and opening the top section into the room. These high sections are excellent for storing little used articles such as suitcases, picnic baskets, out of season sports equipment, and bedding. Figure 27.

It is a good plan to have each closet lighted. If no electricity is available do keep a flashlight handy instead of a candle or kerosene lamp.

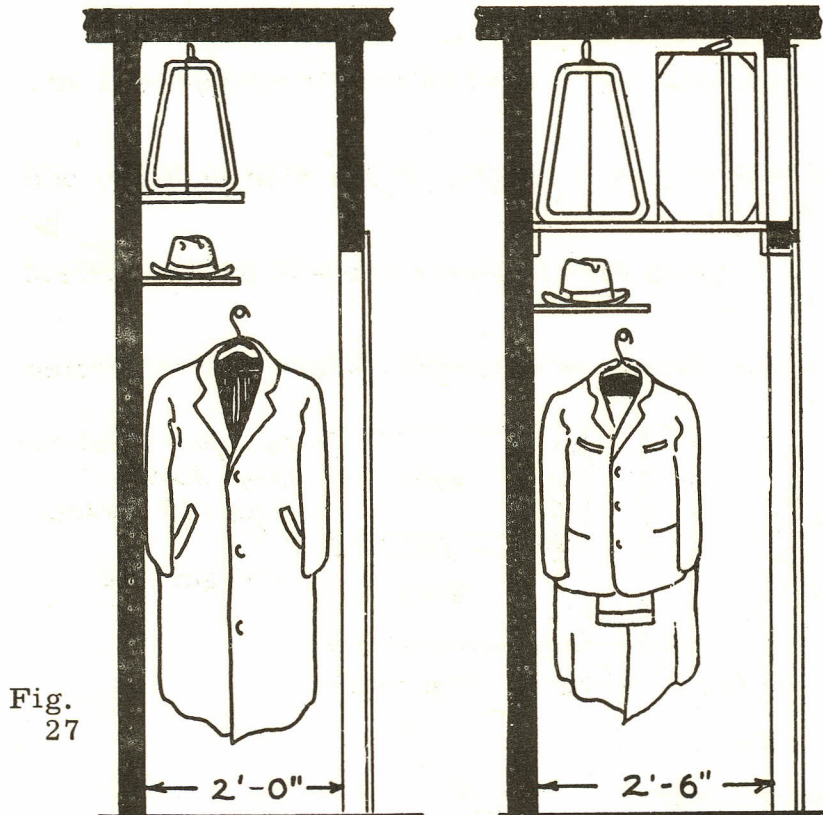


Fig.  
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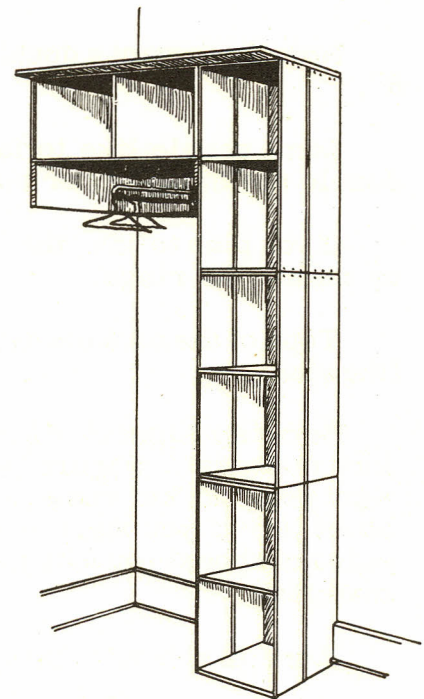


Figure 28

May Heaven bless the orange-crate and prune boxes! Many hearts have been grateful for the storage space afforded in this humble manner. With a little imagination and ingenuity, divided storage walls can be made. Closets and shelves



appear magically. Figure 28. A few bolts of wallpaper or several coats of paint and the box becomes a part of the room. Sometimes the boxes can be walled off with drapery material or woven bamboo rollers or curtains. Figure 29 and 30.

You will find directions for a necktie or belt rack on page 11 of 4-H Wood-working.

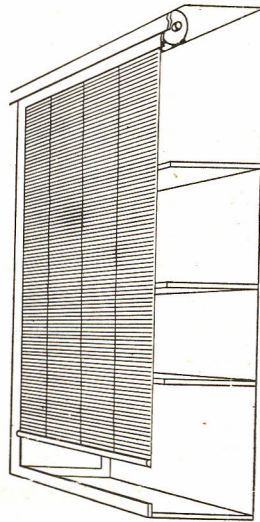


Figure 29

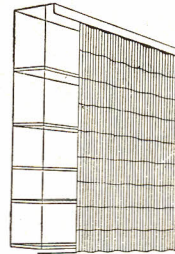


Figure 30

### Individualizing Your Personal Storage Spaces

There are so many lovely ruffled edgings and decorated shelf papers on the market that beauty would be assured if one chose carefully and applied these trims with care. If you have less money to spend and if you get a thrill from thinking up your own ideas, then you'll have more fun and probably more satisfaction from the result. Here are a few successful ideas that cost very little.

In a bedroom with floral paper, a stripe of matching tones was used with the stripes going around the closet instead of up and down.

In another, a wide band of aluminum paint was put between the two upper shelves. This looked gay and improved the lighting in the deep closet.

One bedroom was painted a light yellow tone, and the closet was painted to match. Then big deep toned yellow roses were cut from a single roll of wall paper and pasted in orderly fashion about the walls of the closet.

Bows were cut from scraps of the curtaining material and used to decorate the paper covered boxes used for storage.

If two of you share a room and use the same storage space, it would be fun to decorate your boxes and trays or mark your hanger space with paper cutouts





Figure 31.

in two colors. You could use sweater cutouts in two colors to mark the sweater boxes, and two colors of hat cutouts to mark your hat boxes! Figure 31.

Brothers could use this same idea for use on boxes for sweaters, mittens, toys, or sports equipment.

If you are helping fix a closet for a younger brother or sister, you could encourage neatness by such means - using as a cutout the child's favorite toy or pet.

And while you are thinking about individualizing your storage space, do give some special attention to the small fry in your family. Little brother could reach his own garments if they were stored in low enough drawers or on low hangers. Perhaps he would be more careful to put his toys away if there was a low shelf or a nice plastic covered rollaway box just for his very own treasures.

A good solid step-stool for use of the young fry will help them reach soap and towels close to the wash stand, and encourage neatness.

Adjustable clothes racks, which can be moved higher as the child grows up, may be helpful. By putting diagonal grooves from the back of the brace for the pole, the whole pole of garments can be raised at once. Figure 32.

One family lacked a grooming center during the cold winter months, and carefully planned a fold away screen for storage of grooming equipment during its use and during the rest of the day. The unit become so popular with family members that plans for sharing its use had to be made. This one illustrated is similar. Figure 33.

Each persons drinking glass may be decorated or initialed with enamel or nail polish, so it won't be mixed up with other.

Toothbrushes can be marked also. Remember to store such personal items out of sight, and in a clean place.

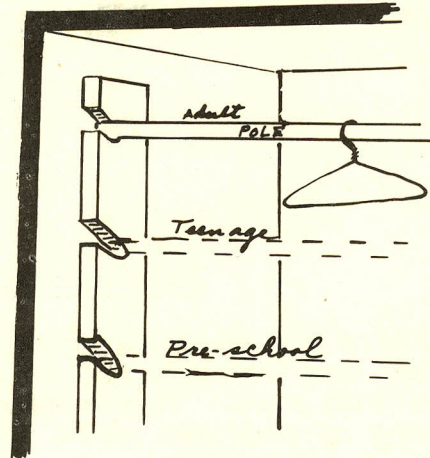


Figure 32

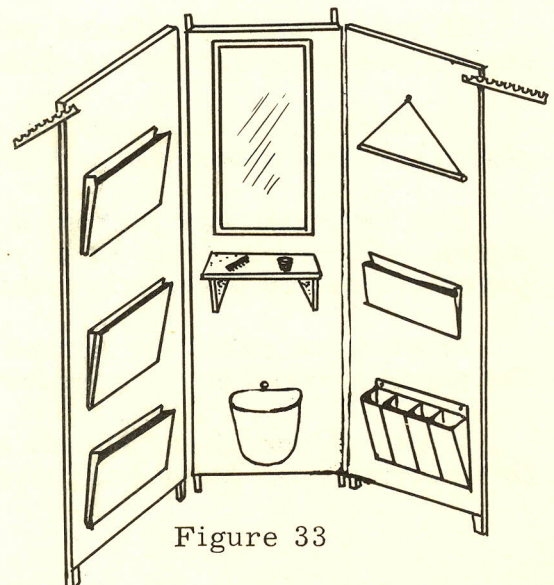


Figure 33



### Trifles and Trinkets

For the little trinkets and sentimental stuff that everyone has, try using divided drawer spaces. You may either cover and divide a removable box for your drawer or make adjustable dividers for the whole drawer. Extension Circular 11-01-2, page 14 and 15 show you how.

Your hobbies or collections should be stored so that they are not in the way and where they will not catch dust. Fragile and easily soiled things should be behind glass in a dust proof case. Old fashioned glass front book cases are exactly right for some articles.

Some collections can be more easily stored than others. Give your own problem some thought. Be sure your hobby does not crowd yourself or your family out of the house. Remember too, that a few interesting and meaningful items are a wiser selection than a large collection of common pieces.

Some collections can be displayed to advantage on bulletin boards. Directions for such boards will be found in the back of this bulletin.

Picture frame shadow-boxes are attractive settings for some collections. Figure 34.

Scrap books offer a convenient method for taking care of clippings, cards, and small printed materials.

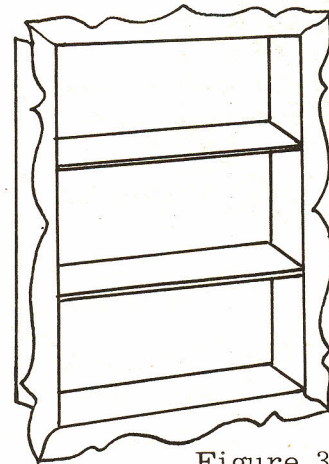


Figure 34

Don't forget some "during" pictures, too.



### Study and Record-keeping Units

Study and record-keeping units should be planned to fit your needs. Some people must be all alone and in a quiet place in order to study. Others like to work at the kitchen or dining table. No matter where your study and record keeping center is placed, these things are important:

1. It should be located in a warm place for winter, and a cool place in summer.
2. Good light is essential.
3. A comfortable chair and desk suited to the size of the ones who will use the unit, are essential.
4. It should be as attractive as possible, so you will enjoy keeping your records up to date.

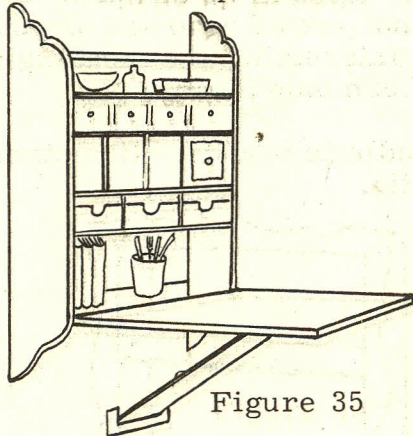


Figure 35

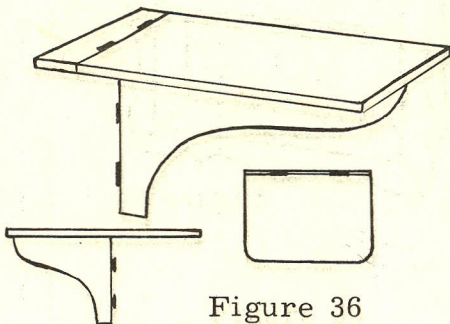


Figure 36

If space is limited, a drop-leaf table maybe the answer. Here are two illustrations, Figure 35 and 36.

For building a filing cabinet you will find instructions in 4-H Woodworking, page 23; to make a wall desk look on page 49 of the same manual.

Think how much easier it would be to keep records if your ink, paste, and all kinds of needed supplies were ready for your instant use. And after all, who's going to know how terribly much you do on your projects unless you have a good, full record of all that time and trouble? It's usual, of course, to just wait a while before writing things down. Then what a scramble to get those books up to date! (By the way—have you started the record books for your Key to Storage project?)

Try to share the use of your study unit with other family members who would be comfortable at your size center. You can probably work out a plan with your family, for the use of the unit by various members at different times. Then all could enjoy it.

Remember:

Get the records done as soon as the work is done.  
Get "before, during, and after" pictures if possible.  
Be accurate! Be neat! Be thorough!

### Bulletin Boards and Their Uses

Bulletin boards may range from the helpful to the hideous. While the word "bulletin" usually designates printed material of a newsy nature, we often find upon our bulletin boards a wide range of items neither printed nor newsy. One might better say "pin-up boards", and be more exact in naming them.

Since, to be most useful, they must be in a place of general use and easily seen, some care should be given to the type, size and trim. Also, the material



should be durable, suited to use, not easily soiled, and as attractive as possible. Suggested materials are beaver board, cork, corrugated cardboard covered with cloth (especially flannel), and (you name others). The size should be well related to the space it is to occupy and the use it is to serve. Very large ones need huge wall spaces, such as large hallways, bedroom sidewall, or back of a door. Small ones can be placed between windows, narrow side-wall spaces, on the side of a cupboard or other built-in, or inside a closet door.

Things usually stored on pin-up boards are news clippings, photographs or snapshots, notes to and from family members, lists of things to do or things to buy, phone numbers, calendar of events, keys, 4-H ribbons, school work of special merit, menus, travel notes, maps and (you name others).

As soon as you have decided that a pin-up board would help at home, decide the size it should be (1) for the space it can occupy and the size (2) according to its use.

Next, decide on the material. It must be sturdy, but soft enough so pins or tacks will penetrate easily.

As a finish, choose either a frame of wood (often one can start with an old picture frame) or a binding of plastic or drafting tape. Colored adhesive tapes can be purchased for this purpose.

Careful thought must be given to how the pin-up board is to be attached to the wall. Remember that the supporting nails or screws should not show, so try to hide them. Sometimes when boards are quite large, or when they should be portable, hooks can be put in the wall just above the board and two "eyes" attached to the top of the board. This is useful only if the frame is wooden. Figure 37.

When the material is quite porous, often stick-on rings are useful, or rings with little "claws" on the end can be stuck into the back of the board, then a wire can be attached to each ring and the board suspended as a picture. Extra strips of adhesive tape over these tags makes them more durable.

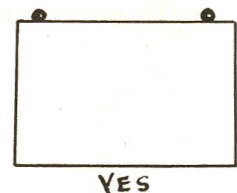
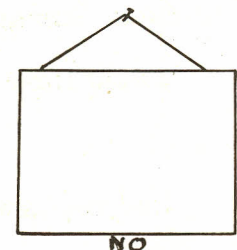


Figure 37

Don't forget that the pin-up boards do not come pictures on your walls. Think of arrangement of items on the face of them; keep them neat and attractive, change them frequently. Boys will enjoy the more mannish trim of tailored borders. Girls may like a ruffle, to match the room color, around the edge of the board.



Here are some suggestions: Figure 38, 39 and 40.

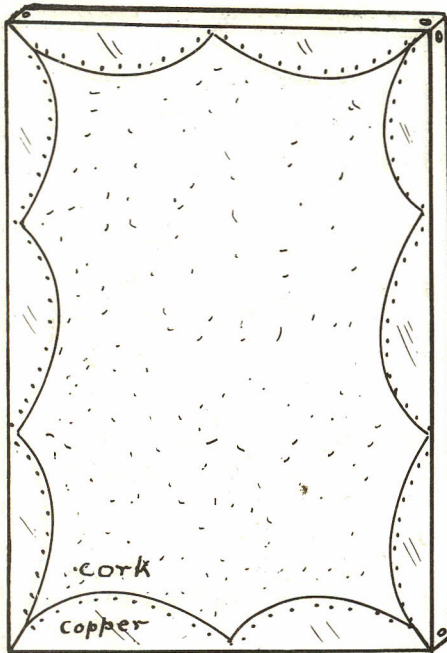


Figure 38

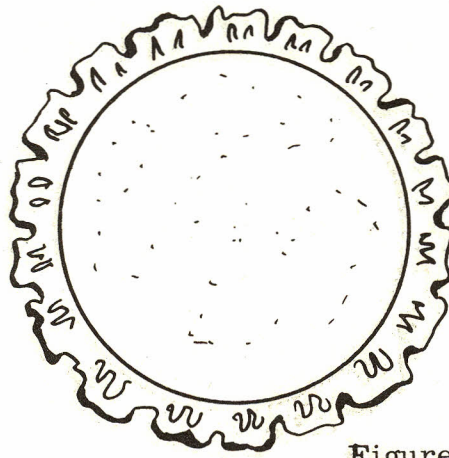


Figure 39

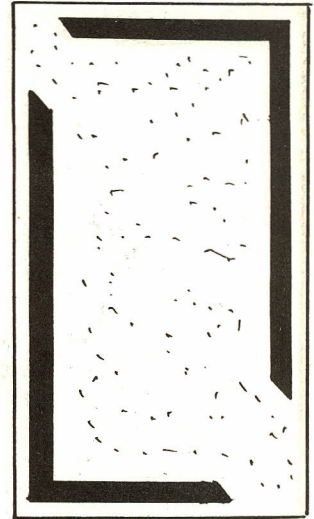


Figure 40

Now have you discovered all the lazy space in your room and put it to work? Have you organized your storage so that your room is - Comfortable, convenient and attractive?

Why not use this same key to unlock the lazy spaces all about you in your home? You will find more information in another circular, called: "The Key to Good Storage in Your Home".

Good luck! Happy working!

Do you have your "after" snapshots taken?

Is your record book complete?