

Organizer Supply List

Below is a list of suggested items you may find helpful to use as you step through the Organizing Process. Save time and eliminate the frustration of having to stop your project to gather supplies. All items are not needed for every project. Choose supply needs based on the location and type of project you are working on, and then use this sheet as your checklist to help you gather your supplies. Note: Items listed in blue contain links to the Organize DIY Amazon Store.

<u>Tools:</u>		<u>Office Supplies:</u>	
	Box Sealing Tape And Dispenser / Duct Tape / Painter Tape		3 Ring Binders
	Boxes / Laundry Baskets used for Sorting and Grouping		Calculator
	Camera (Before and After Photos)		Colored Sharpie Markers
	Collapsible Trash Can		Drawer Hanging Files
	Furniture Movers		File Folders
	Hammer / Nails		Label Maker / Tape
	Level		Notepads
	Measuring Tape		Pencils / Pens / Highlighter
	Picture Hooks		Rubber Bands / Paperclips / Binder Clips
	Pliers		Scissors
	Screwdriver / Screws		Stapler / Staple Remover
	Signs for Sorting – (Printable Signs Template)		Sticky Notes
	Step Ladder		
	Twist Ties / Small Bungee Cords	<u>Specialty Items:</u>	
	Utility Knife		Apron or Tool Belt with Pockets
	Zip Lock Bags		Command Hooks or Other Removable Hooks
			Laminating Machine / Plastic Sheets
<u>Cleaning & Safety Supplies:</u>			Plastic Storage Containers, Bins, Boxes
	Adhesive Remover – Goop		Folding Tables
	All Purpose Cleaner / Dusting Spray / Glass Cleaner		
	Deodorizer / Disinfectant Wipes	<u>Information & Resources:</u>	
	Face Masks (Need for dust and when working in areas that may contain animal droppings)		Donation List
	First Aid Items		Organizing Process Steps
	Flashlight		Resources Links
	Garbage Bags		Printable Sort Signs Template
	Gloves		Label Template
	Hand Sanitizer		
	Paper Towels / Cleaning Rags / Sponges	<u>Other:</u>	