A clearer space. A workable plan.

Eight reusable worksheets for organizing cleanouts and routine property maintenance.

Start small. Pick one space, one clear outcome, and a realistic time window. Use these pages to record decisions before spending money or moving items.

1. Take stock

Use the space inventory to list what is there, who owns it, and what needs a decision.

2. Decide what goes where

Separate keep, donate, sell, recycle, and disposal plans. Confirm destinations and costs before arranging transport.

3. Plan the work

Use the cleanout checklist, budget, and schedule to assign tasks and agree on the scope.

4. Keep it manageable

Use the annual calendar and maintenance log to schedule recurring tasks and record completed work.

Property / space

Prepared by / date

Planning worksheets only. For repair procedures, use manufacturer instructions and appropriately qualified professionals. Print additional copies as needed. This purchase does not include services or resale rights.

Keep, move, or let go

Make a destination plan before packing, listing, or arranging pickup.

Space / date

Item / group	Keep / donate / sell / recycle / dispose	Destination / contact	Cost / proceeds

Verify what each donation, recycling, or disposal destination accepts. Note items that need specialist handling separately; this worksheet is not a disposal instruction guide.