



*Restore*  
**MAINTENANCE**  
*Guide*

by  
Melinda Grace Organizing

# Hey There!

## WELCOME TO YOUR HOME OFFICE ORGANIZING GUIDE!

Feel overwhelmed by the amount of papers, projects, school docs, & bills you have in your home office?

Anxious? Stuck? Don't know where to start?

You're in the right place! If you walk through my 5-step G.R.A.C.E method you'll begin to make a dent in the clutter and get the brains of your home up and running again with systems that support your lifestyle.

Ready to Reclaim Your Home Office with G.R.A.C.E.?





HOW TO

*Maintain*

# Restore

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“Don’t think of it (maintaining organization) as something you have to do... Rather, think of it as a restorative dance of self-care.”

*Melinda Grace*

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Reclaim Your Space with  
G.R.A.C.E.

# KITCHEN

## Restore

### Daily

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- Wipe down counters, stovetop and sink before bed
- Do a quick “reset”—everything back to its home: utensils, small appliances, kids’ cups, etc.
- Empty/load dishwasher so mornings start fresh

### Monthly

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- Declutter kitchen “drop zones” (junk drawer, mail pile, counters)
- Check back stock (flour, sugar, spices, oils) + update grocery list
- Deep clean one category (i.e. baking supplies, mugs, food storage containers)

### Weekly

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- Toss expired food or leftovers + wipe shelves
- Wipe cabinet doors, handles, and high-touch surfaces
- Sweep, Vacuum and / or mop floors
- Do a pantry tidy (group snacks, cereals, baking supplies back to their zones).

### Every 3-6 Months

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- Edit cookware + gadgets: donate duplicates or items not used
- Deep clean fridge + freezer (remove everything, wipe, reset zones)
- Wash / replace drawer liners or shelf mats
- Revisit kitchen flow: adjust zones if rhythms have shifted (kids growing, meal prep changing, new season of life)

# CLOSET

## *Restore*

### *Daily*

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- Clear surfaces & floors
- A load a day keeps the chaos away!
- Put away laundry

### *Weekly*

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- Clean out your purse
- Throw trash away
- Return non-closet items to their home
- Hang up &/or fold clothes

### *Every month*

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- Dry cleaning
- Repair clothes, shoes, or accessories
- Shop mindfully

### *Every 6 months*

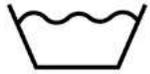
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- I-in-1-out - Release old items
- Rotate seasonal items
- Release torn or stained items

# Restore

## LAUNDRY GUIDE

### Wash & Bleach



MACHINE WASH  
NORMAL



PERMANENT  
PRESS



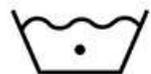
MACHINE WASH  
DELICATE



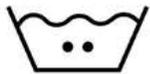
HAND WASH



DO NOT WASH



MACHINE WASH  
80 F



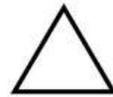
MACHINE WASH  
105 F



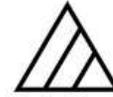
MACHINE WASH  
120 F



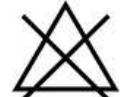
MACHINE WASH  
140 F



ANY BLEACH

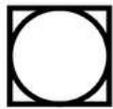


NON-CHLORINE  
BLEACH

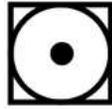


DO NOT BLEACH

### Dry



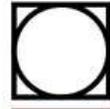
TUMBLE DRY  
NORMAL HEAT



TUMBLE DRY  
LOW HEAT



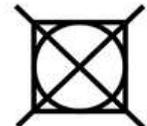
TUMBLE DRY  
MEDIUM HEAT



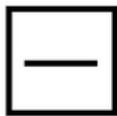
PERMANENT  
PRESS



DELICATE



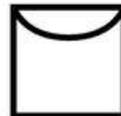
DO NOT  
TUMBLE DRY



DRY FLAT



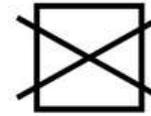
DRIP DRY



DRY FLAT

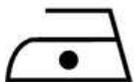


DRY IN SHADE

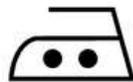


DO NOT DRY

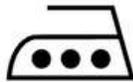
### Iron & Dry Clean



IRON  
LOW HEAT



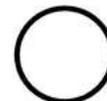
IRON  
MEDIUM HEAT



IRON  
HIGH HEAT



DO NOT IRON



DRY CLEAN



DO NOT  
DRY CLEAN

# Restore

## STAIN REMOVAL GUIDE



### COFFEE

Mix 1/2 cup vinegar + 1 cup water.  
Dab onto stain + let sit for 5 minutes. Wash as normal.



### MAKEUP

Pre-treat with stain remover + wash in hottest water safe for the fabric.

**Lipstick** - rubbing alcohol  
**Foundation** - hydrogen peroxide  
**Oil-based makeup** - dish detergent + wash as normal



### SWEAT

Create a paste with baking soda + water. Rub into stains + wash in hottest water safe for fabric.



### RED WINE

Cover stain with table salt or baking soda. Soak with stain remover + wash as normal.



### CHOCOLATE

Dab dish soap on stain + rinse with cold water. Repeat as necessary.



### INK

Dab rubbing alcohol to stain + soak for 15 minutes. Rinse with cool water. Apply stain remover. Wash as normal.



### BLOOD

Mix 1 cup water + 1/2 cup peroxide + 1.2 cup baking soda. Apply to stain. Let sit for 20 minutes. Wash as normal.



### GRASS

Pre-treat with stain remover. Wash as normal.



### GREASE

Cover stain with dish detergent + let sit for 5 minutes. Wash as normal.

"I want to restore this  
space as my dance of  
self-care at the time  
that I need it."

*Melinda Grace*

Reclaim Your Space with  
G.R.A.C.E.

## PRINTED PHOTO

# Restore

*Every Few Years*

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- Gather all your printed photos & photo media.
- Review & Release.
- Check framed photos and gallery wall. Need to refresh and swap out photos?
- Update any boxes to archival quality photo boxes.
- Curate any new digital photos: print, frame, and/or gift!

# GARAGE *Restore*

## *Daily*

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- Throw trash & recycling away
- Park your car with ease!

## *Weekly*

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- Take out the trash & recycling
- Put toys away, if used
- Put exercise or outdoor gear away
- Return tools to their homes

## *Every 6 months*

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- Sweep & clean the garage
- Drop-off donations
- Dispose of e-waste and / or hazardous waste

## *Yearly*

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- Revisit your zones and bins of items
- Release anything not used this past year
- Release anything you are now finally ready to release (memorabilia, china, small kitchen appliances, etc.)

# HOME OFFICE

## Restore

### Daily

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- 5 minutes sorting papers, magazines or bills and putting them away in their new files or the recycle/trash bin!
- 5 minutes going through, opening and purging the mail
- Review your **Trello** board for tasks to archive and prep for next day.
- Tidy and clear off your desk surface from distractions so you can start your next work session with a fresh start and feel inspired to work.
- Close your laptop and any open tabs. Tomorrow is a fresh start!

### Monthly

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- File any current monthly bills and statements. Shred previous month.
- Review your desk drawers. Move items that have wandered in here back to their right home.
- Dispose of e-waste and / or hazardous waste

### Weekly

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- Go through papers: file bills and medical, school and financial documents as needed.
- Clean your computer screen, keyboard and mouse with a quick, electronic safe wipe
- Put any new electronics cords, cards, or office supplies away.
- Clean out your inbox on your desk: file papers, create new folders, scan, shred.
- Add any to do lists on paper to your **Trello** board(s). Trash the paper.

### Yearly

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- Release anything not used this past year
- Scan any new medical records (major illnesses, vaccinations, and allergic reactions to medicines.) File the physical papers and electronic for easy reference and safe storage.
- Shred the 7<sup>th</sup> year of taxes and documentation. (Keep taxes and documentation for 5 to 7 years.)

# HOME OFFICE

## Paper

Some of the paper items below, can and should be received electronically and stored online and via a backup hard drive for safety. These items are still listed in case you still get them via paper / snail mail.

### Keep 1-3 Months

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- Utility Bills (water, sanitation, electricity, gas)—if not deducting for business
- Paid Fines and Tickets
- Purchases where you think you might return an item
- Used bank deposit slips

### Keep 1 Year

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- Bank account statements
- Credit card statements
- Paycheck stubs
- Monthly mortgage statements
- Expired insurance records

### Keep 5-7 Years

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- Annual bank summaries
- W-2 and 1099 forms
- Receipts and statements for tax purposes
- Donation receipts
- Medical bills and claims
- Unemployment income receipts
- Disability Documents
- Tax Returns

### Keep Indefinitely

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- Deeds, mortgage, titles
- Annual Investment Statements
- Legal Identification Documents (birth certificates, ID's, marriage license, death certificates, social security, passports)
- Home improvement documentation + receipts
- Receipts and Appraisals for expensive purchases: art, jewelry, furniture, major appliances
- Will and Trust Legal Documents
- Car titles
- Diplomas and School Transcripts

It's in those small,  
everyday tasks that big  
change can happen—  
where emotional and  
spiritual restoration can  
happen.

*Melinda Grace*

Reclaim Your Space with  
G.R.A.C.E.

# PLAYROOM *Restore*

## *Weekly*

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- 15 minutes putting toys, books, games and puzzle away (if didn't happen daily)
- 5 minutes putting arts and crafts supplies away and cleaning up paint or play dough to keep them fresh and from drying out

## *Monthly*

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- Check for broken toys and fix or release

## *3-6 Months*

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- Rotate the kiddos' toys

## *Yearly*

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- Review all toys, sort, release, organize (before the holidays is a good time to make room for the news toys about to come in)

**WANT HELP  
MAINTAINING YOUR  
ORGANIZED SPACES?  
CHECK OUT MY  
RESTORE MEMBERSHIP  
PROGRAM!**

**RESTORE MEMBERSHIP**



Don't forget to follow me on **Instagram** for more home office inspiration & how to's.

# Thank You



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