Room-by-room Space Audit

Use one sheet for each room. The grey example text shows how to complete each section.

Tip: Decide what the room needs to do before deciding what stays in it.

Room

Example: Spare bedroom

Date completed

Example: 9 November 2026

What do you want to use this room for?

Example: A home office with a clear desk and space for an occasional guest.

What is getting in the way?

Example: Six boxes, two suitcases and a folded dining table.

Keep in this room

Example: Desk, office chair and weekly paperwork.

Keep elsewhere at home

Example: Spare bedding in the airing cupboard.

Move into storage

Example: Suitcases and Christmas decorations.

Sell or donate

Example: Folding table and unused lamp.

Recycle or dispose responsibly

Example: Broken fan that cannot be repaired.

Large items to measure

Example: Two suitcases, each 75 x 50 x 30 cm.

How often will you need the stored items?

Regularly: near the front | Occasionally: easy to reach | Rarely: towards the back

Example: Suitcases, occasional access, keep near a clear route.

Before you finish

- ☐ Photograph the room
- ☐ Count boxes
- ☐ Measure bulky items

Review date

Example: 9 February 2027

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