Storage Furniture Checklist

Action	Needed?	Priority	Notes
Evaluate space needs/options			
Relocate collections (what?, where?)			
Replace/line plywood/ particleboard shelving			
Seal/line wood shelving			
Add shelving (regular/oversize)			
Add/replace/line map case(s)			
Add/replace file cabinet(s)			
Add other furniture (what kind?)			
Install hanging racks/hanging folders in file cabinets			
Box collections to protect from wood furniture			
Other			
Other			
Other			