

The Glove–Storage & Preservation Planner: A 14–Day Storage Setup System

This project planner is designed to build a complete glove-storage and preservation system within a defined project timeline. The goal is to create a finished storage setup that protects gloves from moisture damage, leather cracking, odor buildup, deformation, and poor seasonal storage.

◆ Phase 1: The Project Charter

Mission: Build a complete glove-storage system within 14 days that keeps every glove pair organized, protected, dry, shaped, and ready for future use.

Field	Description
North Star	Establish a dedicated glove-storage zone with material-based sections, humidity control, shape support, and a maintenance calendar.
Definition of Done	A physical storage zone is completed, gloves are sorted by material/type, preservation supports are installed, an inventory log is completed, and a maintenance reminder schedule is active.
Stakeholders	Primary user, household members, storage-space owner.
Success Metric	No visible mold, leather cracking, odor buildup, shape collapse, or moisture damage during the next seasonal transition.
Project Timeline	14 days

◆ Phase 2: Strategic Roadmap

Phase	Focus	Goal
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Phase 1	Environment & Site Selection	Choose a cold, dark, dry, ventilated storage location.
Phase 2	Categorization & Asset Audit	Sort gloves by material, use, condition, and storage need.
Phase 3	Structural Preservation Setup	Add supports, breathable storage barriers, and moisture-control tools.
Phase 4	Launch & Maintenance Setup	Activate reminders, humidity checks, and seasonal review calendar.

◆ **Phase 3: Actionable Task Tracker**

Phase 1: Environment & Site Selection

Task	Owner	Due Date	Status
☐ Identify a storage spot away from direct sunlight, heat, and HVAC vents.	User	Day 1	☐
☐ Install or place a hygrometer in the storage area.	User	Day 1	☐
☐ Confirm the storage area allows passive airflow.	User	Day 2	☐
☐ Check that gloves are not near chemicals, printers, UV light, or damp walls.	User	Day 2	☐

Phase 2: Categorization & Asset Audit

Task	Owner	Due Date	Status
☐ Separate gloves by material: leather, synthetic, insulated, technical, cotton, or disposable.	User	Day 3	☐
☐ Separate clean gloves from dirty, sweaty, or contaminated gloves.	User	Day 3	☐
☐ Clean visible dirt, salt, sweat, or debris before storage.	User	Day 4	☐
☐ Create an inventory log with glove type, material, condition, and last treatment date.	User	Day 5	☐
☐ <i>Optional advanced task:</i> Test leather pH only if archival-level preservation is required.	User	Day 5	☐

Phase 3: Structural Preservation Setup

Task	Owner	Due Date	Status
☐ Insert acid-free tissue paper, glove forms, or cedar supports to maintain shape.	User	Day 6	☐

☐ Store leather gloves in breathable cotton bags, not sealed plastic.	User	Day 7	☐
☐ Store technical or waterproof gloves uncompressed and uncinched.	User	Day 8	☐
☐ Add silica gel packets near synthetic or technical gloves, without direct contact.	User	Day 9	☐
☐ Keep heavy gear off stored gloves to prevent crushing and deformation.	User	Day 10	☐

Phase 4: Launch & Maintenance Setup

Task	Owner	Due Date	Status
☐ Set a 90-day reminder to rotate, air out, and inspect stored gloves.	User	Day 11	☐
☐ Set a monthly reminder to check humidity levels.	User	Day 12	☐
☐ Mark which leather gloves may need conditioning before next season.	User	Day 13	☐
☐ Confirm the storage system is	User	Day 14	☐

organized, labeled, and ready for use.			
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◆ **Phase 4: Accountability & Completion Check**

Use this section before closing the project.

Completion Check	Pass / Needs Fix
Storage zone is chosen and ready.	
Gloves are sorted by material and condition.	
Gloves are cleaned before storage.	
Shape supports are installed where needed.	
Breathable bags or storage containers are used.	
Humidity monitoring is active.	
Maintenance reminders are scheduled.	
Inventory log is complete.	

Final Project Decision

Result	Decision
All checks pass	Project complete
1–2 checks need fixing	Complete after minor correction
3+ checks need fixing	Storage system is not ready yet

◆ **Phase 5: Post-Project Review**

Complete this section after your storage system is finished.

What Went Well?	What Went Wrong?	What Will We Do Differently Next Time?

Example

What Went Well?	What Went Wrong?	What Will We Do Differently Next Time?
Cedar supports helped maintain glove shape.	The basement was more humid than expected.	Move storage upstairs or add a small dehumidifier.

Final Storage Rule: Never store gloves flat-packed under heavy gear. Compression can damage leather structure, insulation loft, liners, cuffs, and protective shaping.

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