

Kitchen Organization Check List

COUNTERTOPS	My Check List
Remove items that aren't used at least once per week.	
Install under-cabinet items (as needed).	
Position items and appliances in the places they are most needed.	
Wipe down counters.	
CABINETS	
Open all cabinets	
Remove all items. Discard or donate any unwanted, unused items.	
Move items so they are located where they will be used most.	
Neatly arrange items in cabinets. (Commonly used items within accessible reach.)	
Stack items neatly. Use organizers to make the best use of space.	
DRAWERS	
Open all drawers.	
Remove all items. Discard or donate any items that are not used or needed.	
Move items so they are located where they will be used most.	
Tidy & clean each drawer: (Use organizers where possible.)	