

# Setting Up Your Kitchen

CHECKLIST

## Phase One

*These are the first items to set up when organizing a kitchen. They are the foundation that establishes the entire kitchen organization plan.*

| <u>Item</u>   | <u>Consideration</u>   |
|---|--|
| <input type="checkbox"/> Drinking Glasses                     | Place in Cabinet Near the Refrigerator                                   |
| <input type="checkbox"/> Children's Cups                      | Place in a Lower Cabinet Near the Fridge                                 |
| <input type="checkbox"/> Coffee Cups & Coffee Making Supplies | Locate near the Coffee Maker, which should be near the sink, if possible |
| <input type="checkbox"/> Plates & Bowls                       | Near Either the Table or the Sink/Dishwasher                             |
| <input type="checkbox"/> Children's Plates & Bowls            | Place in a Lower Cabinet Near Either the Table or the Sink/Dishwasher    |
| <input type="checkbox"/> Silverware                           | Locate in Large Shallow Drawer Near Either the Table or Sink/Dishwasher  |



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## Phase Two

*These are the items to place next in your kitchen. These items will be placed in logical locations for your convenience as you use your kitchen each day.*

| <u>Item</u>   | <u>Consideration</u>  |
|---|---|
| <input type="checkbox"/> Pot Holders & Oven Mitts                     | Locate in Drawer Near the Stove   |
| <input type="checkbox"/> Pots, Pans & Lids                            | Place in Cabinet or Drawer Near the Stove   |
| <input type="checkbox"/> Cookie Sheets, Cooling Racks, Cutting Boards | Locate in the Extremely Narrow Cabinet or Near the Stove                                    |
| <input type="checkbox"/> Spices                                       | Near the Food Prep Area, the Corner Cabinet<br>Works Well for Spices, Don't Store Near Heat |
| <input type="checkbox"/> Dish Cloths & Towels                         | Place in a Drawer or Cabinet Near the Sink  |



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## Phase Three

*These are the final items to place in your kitchen. These items will be placed in the remaining space in the kitchen.*

| <u>Item</u>   | <u>Consideration</u>   |
|---|--|
| <input type="checkbox"/> Pantry Items                 | Place in Pantry Closet, in the Largest Cabinet or near the Food Prep Area              |
| <input type="checkbox"/> Lightweight & Seasonal Items | Locate in Upper Cabinets, Seasonal Items Work Well in the Cabinet Over the Fridge      |
| <input type="checkbox"/> Heavy Items                  | Place in Lower Cabinets or on Lower Shelves  |
| <input type="checkbox"/> Baking Zone                  | If Possible, Place All Baking Supplies and Equipment Together in a Zone                |
| <input type="checkbox"/> Lunch Box Zone               | If Possible, Place All Lunch Box Supplies and Equipment Together                       |
| <input type="checkbox"/> Kids' Toys or Crafts         | If Possible, Place Craft Supplies or Kitchen Toys in a Lower Cabinet So Kids Can Reach |
| <input type="checkbox"/> Pet Zone                     | Place Pet Food, Supplies & Equipment Together on a Shelf or in a Cabinet               |

