



ORGANIZATION SOLUTIONS

Policies and Procedures Kitchen Organization

Lots & lots of categories...

- Oven Mitts / Trivets
- Pots & Pans
- Tupperware
- Small Appliances
- Pyrex
- Mixing Bowls & Measuring Cups
- Everyday Dishes
- Everyday Glasses
- Everyday Serving Pieces
- Kids Dishes
- Pantry Items
- Lunch Boxes
- Baking Pans
- Baking Trays
- Placemats & Napkins
- Cutlery
- Utensils
- Dish Towels
- Spices
- Oils
- Baggies / Foil
- Large Serving Pieces
- Colanders and Strainers
- Graters
- Cutting Boards
- Roasting Pans
- Cook books
- Cake Stands / Trifle Bowls / Chip & Dips
- Plastic Utensils / Paper Plates
- Recycling & Trash
- Medicine & Vitamins
- Cleaning Supplies
- Grocery Sacks
- Baby Items



Work in Layers

We start with the 1st Layer –

The things we know where they are going to live.

- ☑ Pots & Pans
- ☑ Colanders & Strainers
- ☑ Hot Pads & Trivets
- ☑ Everyday Dishes & Serving Pieces
- ☑ Everyday Glasses
- ☑ Kid's Dishes
- ☑ Cutlery
- ☑ Dish Towels
- ☑ Placemats & Napkins
- ☑ Coffee Maker & Coffee Cups

Then we moved to the 2nd Layer –

- ☑ Pyrex / Casserole Dishes
- ☑ Mixing Bowls & Measuring Cups
- ☑ Tupperware
- ☑ Baggies / Foil / Saran Wrap

The priority items that are used most often.

The 3rd layer includes items that are important, but not used often as those items in layers one and two.

Everyday Glasses – There are 3 things you typically use to determine the placement of the glasses in the kitchen – the refrigerator, the table and the sink.

Glasses are best housed in upper cabinets because they fall over too easily in a drawer unless you have a proper drawer insert.

Standing Up or Facing Down?

☑ Lined up like Soldiers

☑ Large to Small – Left to Right

Everyday Dishes & Everyday Serving Pieces – You want to put the everyday dishes and everyday serving pieces in a place that is convenient to the dinner table as well as the dishwasher.

We typically put the everyday dishes in upper cabinets, but we have had a client or two who has preferred them in a drawer.

If you put dishes in a drawer you need to make sure they are secure and won't slide around when the drawer is opened and closed.

- ☑ Matching Cups & Saucers
 - *Here or in Coffee Bar Area?*
- ☑ Stacked evenly and neatly
- ☑ Big to little, left to right

Kid's Dishes – The best place for kid's dishes are in a drawer. Like Tupperware, the kid's dishes are hard to make look nice and they are better hidden in a drawer.

Keeping them in a drawer also puts them in a location where the kids are able to help themselves.

If you absolutely do not have a drawer that you can sacrifice for the kid's dishes, put them in a cabinet near the everyday dishes.

- Easy Access for Kids
- Drawer Preferable
- Near Eating Station
- Near Everyday Dishes

Dish Towels – Dishtowels need to be in a drawer closest to the sink. If the client has more dishtowels than will fit in the closest drawer – you may have to have a secondary location for over-flow.

Cutlery– This category will include the silverware they use daily, the matching serving pieces and steak knives. The items used at the dinner table.

You want to house the everyday flatware in a drawer that is convenient to setting the table and unloading the dishwasher. Use a proper expand-a-drawer for the cutlery.

- Keep the dishwasher & eating area in mind when placing
- Eating area MAY not be the table
- Use drawer inserts
- More than one set?

Placemats & Napkins – These will preferably be housed in a drawer near your cutlery. Often times the placemats will be bigger than the drawers you have. If that is the case you will need to find an alternative home. The client may have a furniture piece near the table that would work for these.

Coffee Cups & Saucers - Coffee drinkers like to have a “coffee bar” area in the kitchen - complete with: coffee maker (typically on the counter) coffee cups, creamers, coffee, filters and sweetener.

You will typically find two types of coffee cups. You will find the cups and saucers that match their everyday dishes and then you will find a random assortment of mugs. More often than not, the homeowner uses the mis-matched mugs and cups. Find out which one they do use daily and make those cups the most accessible ones.

You can either house the cups and saucers that match the everyday dishes in this coffee area, or if you don't have room and the client doesn't really use these coffee cups on a daily bases, they can be stored on the upper shelves above the everyday dishes and serving pieces.

2nd Layer

Pyrex - You want to put the Pyrex where the client will most likely be working in the kitchen. Where is there a good amount of workspace?

Your inventory level will also help you decide the best place to put this in order to keep the entire category together.

- Together, BUT separate -

Within this category keep your styles and colors together – don't mix.

- Don't stack more than 3 deep if at all possible (2 deep is best!)
- You could possibly use a tray rack or pot rack and store vertically.

Mixing Bowls and Measuring Cups

We tend to keep these two categories together and they are usually housed around the largest workstation in the kitchen. You will often have multiples of each and could possibly have a duplicate set in the baking section.

Tupperware

Where?

- In and around the area housing your Pyrex, Mixing Bowls and Baggies
- Larger sizes – Secondary Location

How?

- ☑ Drawers are BEST!
- ☑ Nesting is Preferable – Stack like sizes with lids on bottom or top
- ☑ Match Pieces

Baggies, Foil, and Saran Wrap

We love to keep these in a drawer in the kitchen. You will want to put them in a shallow drawer that will be convenient for the homeowner to grab when packing lunches or wrapping up leftovers.

House somewhere between the stove, refrigerator, Tupperware and lunch bags.

Back stock can be in secondary location.

3rd Layer

Baking - Baking items will include items such as:

Cake Pans	Cookie Cutters
Pie Pans	Measuring Spoons
Rolling Pin	Hand Mixer
Flour Sifter	Spatulas
Mixing Bowls	Muffin Trays

- Large and Small Items
And they need to be kept together
- Prioritize based on use
- Perfect Area
- How much is there?
- Tray Racks?
- Drawer Below Oven

You will have an assortment of sizes within this category and despite needing different “types” of storage – they need to be kept together.

The perfect area would be one where you would have a shallow drawer for the baking utensils and other small items, and a cabinet or drawer stack below to house the larger items.

Small Appliance – This is typically one of the last categories to be placed. And often it is one of the hardest. The reason we leave this to last is because these can be housed in the pantry if they absolutely won't fit in the kitchen,

This category includes:

Toaster, crock-pot, mix-master, electric skillet, Cuisinart machines, hand-held beaters, blender, toaster oven, steamer, electric grill, deep fryer, etc.

Essentially anything that gets plugged in.

It is our preference to keep all of these in a cabinet(s) or drawer(s) together in the kitchen, but due to the size of most small appliances and how much room they require – that is not always possible

If you have some room to keep small appliances in the kitchen – keep the ones in the kitchen that the client uses most often. Put the lesser-used items in a secondary location like the pantry.

There are some small appliance that the customer might like to keep on the counter due the their frequent use of the item – like the coffee maker or the toaster. Ask the homeowner in advance which small appliances they would like left on the counter. Try to encourage that no more than two appliances be left out. A lot of items on the countertops will make the kitchen look and feel cluttered.

Small Appliance - Continued

If you are running low on space in the “small appliance” area of the kitchen, you could house the mix-master in the baking section if you have room in that area. You may also consider keeping the blender in the bar if they use it for making margaritas more often than smoothies.

Cutting Boards

- Purpose?
- How Often?
- Plastic Boards – Near Sink and Prep Area
- Meat Boards – Less Used, Tray Rack?
- Cookie Sheets – Tray Rack Near Stove

Large Serving Pieces

- Size Limits Options
- Flat Platters are Best in Tray Racks - But NOT a priority item
- Seldom Used – Don't Need Easy Access
- Multiple Locations
- Avoid Stacking Too Deep
- Casual vs. Formal

This category includes large serving bowls, salad bowls, platters, cake stands, trifle bowls & chip-n-dip bowls.

You will be limited in your options on where these can be housed due to their size.

For the flat platters and trays your best option will be the tray rack area (typically located above the microwave or stoves). However, the priority items in the tray rack area are cookie sheets and baking sheets and they will trump the large serving pieces if not enough room for both categories.

If you have a large upper cabinet with decent vertical space, this would be our second preference area for storing the trays and platter. This area will allow you to use a metal tray rack and store all of the platters and trays vertically making them very easy to access.

The large serving bowls will need to be put in a lower cabinet or drawer or in one of the larger upper cabinets. Most of the upper cabinets will not work because they are not deep enough – you will need to use the larger cabinets like those located above the refrigerator, microwave and stove.

It may be necessary to sub-divide this category by the casual serving pieces and the more formal serving pieces. The more formal items can be kept in the dining room or in the butler's pantry.

The pantry can be used to store cake stands and trifle bowls if necessary. They are tall and will not get lost on the upper shelves in the pantry.

4th Layer – What's Left?

- Wine Glasses
- Ramekin Dishes
- Pitchers
- Butter Dishes
- Gravy Boats
- Juicers
- Graters
- Utensils Galore

Placing the 4th tier items can be a bit challenging because you are now limited on available space and options.

Your goal will be to work with the space that is available, and to place the remaining items in areas that make sense based on the item's function and in spaces that suit the item's size.

Wine Glasses

- Kitchen, Butler's Pantry or Bar?
- Like Sizes and Styles Together
- Casual vs Formal

You might find that there are multiple areas in the home that are possible locations for wine glasses. You might also find that you have everyday casual wine glasses and formal crystal goblets.

It is our preference to put the more formal wine glasses in the dining room or butler's pantry as these are most likely used with the formal china during large family meals and holidays.

The more casual wine glasses can be kept in the kitchen or in the bar area – should there be a bar.

Ramekins

These items are primarily small and a shallow drawer is the best storage option for their size. Using a shallow drawer allows you to store these items without having to stack multiple pieces.

However – because they are a fourth tier item – they can't take priority over other key items if you are short on drawer space.

Upper shelves or a deeper drawer are the next best options. Lower cabinets are the last place these items should be placed.

Pitchers

The upper shelves above the drinking glasses is our preferred area of placement, but these items are tall so this will only work if the shelves are adjustable.

Misc. Items

Butter Dish, Gravy Boat, Small Juicers

Assuming these are not often used – they are typically placed on upper shelves in an upper cabinet. These items should not be placed in lower cabinets or in the pantry – they are too small.

Oil & Vinegar Bottles and Shakers Mortar and Pestle

The preferred placement for these items is near the oils, vinegars and spices.

However – they are small and can be lost if placed on shelves in the pantry. So – be sure to consider all options when deciding the best area to house these.

Graters

- Box
- Handheld
- Rotary
- Zesters

There are multiple types and sizes of graters and each performs a different function.

It is our preference to keep all graters together, however, you might find it necessary to divide the graters based on size. Handheld graters and zesters will easily fit in a shallow drawer with other utensils, but box and rotary graters are typically too big for a shallow drawer.

Utensils

There are hundreds of different utensils in a kitchen and a multitude of categories. It can be overwhelming when you consider how many there are and not knowing what they are all meant to do!

The key to best organizing the utensils is to get them categorized correctly based on their function and use AND to get each category placed in the kitchen where they will be used.

Take your time and start with the items you know what they are and where they will live.

If there is any item you can't identify - ASK

- Stovetop
- Prep
- Knives & Cutting Tools
- Baking
- Serving Utensils
- Misc. Utensils
- Bar Utensils
- BBQ Tools

95% of all utensils will fit in the shallow drawers of the kitchen. There are a few items that are too big (cookie cutters, pastry cutters) and will require you to find another home better suited to their size.

Odds & Ends

- Cook Books
- Plastic Utensils / Paper Plates
- Lunch Boxes?
- Spices & Oils
- Trash / Recycle
- Vitamins / Medicine
- Cleaning Supplies
- Shopping Bags
- Baby Items

Cook Books

These will typically live on the shelves near the kitchen desk, on open shelves in the kitchen or the pantry.

Plastic Utensils / Paper Plates

How often they are used is key to placement.

If daily or weekly – an accessible shelf in the pantry or a drawer near the kid's dishes is perfect.

If not often and it's more party driven – In a box or basket on an upper shelf in the pantry would work.

Take-Out Cutlery

It is our preference to throw away all take-out cutlery, BUT it is important to ask the homeowner if that is ok with them.

Lunch Boxes

If the homeowner has small children, you will find that you have, on average, 4-6 lunch boxes that will need a home.

If there is room in the kitchen near the baggies and foil (items that the homeowner will be using to pack lunches) – AND they are being used often - this is our preferred location.

If space is an issue, or if they don't get used often – they can be placed in a basket and stored on a shelf in the pantry.

Trash & Recycling

In 99% of the homes you service you will find a trash / recycling drawer in the kitchen. If that is not the case you will need to buy a free standing trash and or recycling receptacle.

Vitamins & Medicine

Many homeowners' like to keep vitamins and medicine in the kitchen. These can be placed in an upper cabinet near the sink or on a shelf in the pantry.

The kitchen is not the place to store excess vitamins and medicine, but a working supply is good.

If placing on a deep shelf you can use an expand-a-shelf to better see the back rows. If there are small children in the house be sure to place the medicine and vitamins out of reach.

If you have small children in the home be sure to place any chemicals out of reach or make certain that safety latches are in place.

Shopping Bags & Grocery Sacks – The best place for grocery bags and shopping bags is in a big basket on the floor of the pantry. Try to keep the quantity to a reasonable number.

Cleaning Supplies

- Under Sink
- Limited Space = Limited Product
- Kitchen Cleaning Products Only
- Working Supply Only
- Out of Reach of Children?
- Tools

The area under the sink is a very easy area to get out of control. You want to make certain that you only have a working supply of cleaning product under the sink so as to avoid over-crowding. Over-flow cleaning product can be housed in the laundry room.

And the cleaning product under the sink should only be cleaning items that would be used in or around the kitchen area. There is, for example, no need to have a bottle of toilet cleaner under the kitchen sink.

Shopping Bags

- Neatly Folded
- Working Supply Only
- Pantry Floor in Basket?

Baby Items

- ☑ Easy Access – Used Daily
- ☑ Don't Mix with Other Categories
- ☑ More than One Location?

Tools

- ☑ Drawer Organizers – Wood or Plastic?
- ☑ Linus Fridge & Pantry Bins
- ☑ Baskets
- ☑ Tray Racks
- ☑ Pan Rack
- ☑ Expand-a-Shelves