



ORGANIZATION SOLUTIONS

Policies and Procedures

Shelf Liner

Simple spills in a pantry can stain and damage the woodwork.

Pots and pans can scratch paints and finishes.

Laundry detergent and household cleaners eat right through paint & wood.

And small water leaks in the bathroom can wreak havoc on wood cabinets if left unattended for more than a day or two.

Shelf liner is just a layer of protection between the offending item and hard-to-repair woodwork. It's easy to clean and it doesn't have to cost a fortune to install.

Not every shelf and cabinet in the home needs to be lined with shelf liner, but there are definitely a few areas where it's a good idea.

Kitchen / Pantry
Bathrooms
Wet Areas (Bar, Wine Room, Coffee Bar,)
Laundry Room

We do NOT place shelf liner in any glass front or open cabinets as the liner can be seen.

Process

Once areas are designated for liner at a client's home we will take all measurements onsite, for cutting of liner off-site.

Cutting the liner off-site gives the client flexibility in scheduling other activities, keeps us out of the way of other work being completed on-site, and allows us to cut in a clean environment without being a distraction or being distracted.

Liner is scheduled for installation as soon as the client lets us know that the house is clean and ready.



Measurements

- Keep your measurements consistent when you measure and when you write the measurements down.

ALWAYS put the width first and the depth second.

Even though you are taking the measurements you may not be the person cutting or installing the liner. It's important for everyone to do things the exact same way to allow for multiple people to be involved in the process if necessary.

- When measuring and cutting liner you want it to be as close a fit as possible, but you don't want to spend the entire installing time trimming pieces that are too big. When you are measuring – take off 1/8" to give you a close fit while also eliminating or reducing the amount of pieces that will need to be trimmed.
- When you have a set of cabinets or a stack of drawers – it is 99% likely that all of the shelves in that cabinet and all of the drawers in the drawer stack will be the same size and you will only need to measure the first shelf or drawer.

However, be sure to open the drawers or cabinets to confirm this visually. Occasionally there is weird wiring or venting behind the walls that has affected the area you are going to line.

When you write down the measurements and want to indicate that you have multiple pieces to cut at that size use an "X" and the number needed to the far right of your measurement.

Example:

24" w x 12" d x3

This indicates that you need to cut 3 pieces that measure 24" x 12"
You will want to circle the x3 just to separate it from your measurement.

- When there are a TON of shelves in the upper cabinets, we don't always line the upper, upper shelves. But anytime you are considering eliminating any shelves, be sure to check with the office or the homeowner to make certain that everyone is in agreement on these shelves not needing liner.
- We want to eliminate the need to "overlap" liner as much as possible. Meaning that if you have an area that is 24" wide, but you only have 15" of liner left, DO NOT USE THE 15" piece and then cut another piece for the difference - GET A NEW ROLL of liner.

However, you will occasionally have an area so long that this is necessary to overlap because the liner doesn't come that long. If so, determine the best place to have an overlap.

Measurements – Continued

For example, let's say you open up 4 cabinet doors and behind each there is one very long section. You would want your overlap to be the area between the cabinet doors, NOT in the middle of one of the sections. Keeping it in the area between the two doors will make it less conspicuous.

Cutting

- It is best to cut standing up and cutting on a counter height surface. This will put power in your cutting without killing your back.
- ALWAYS be extremely careful when cutting at a client's home. Be sure to put something down on the counter or surface you are using to protect that surface should the knife slip off of the cutting mat.
- The majority of the time we will cut the liner off-site, not at the client's home. In order for this to work YOU MUST MARK THE LINER YOU HAVE CUT so that you can easily identify it's proper place when taken back to the client's house for installation.

The easiest way to do this is to make very clear notes when you measure the liner and then assign each area a simple code.

For Example – This may be what your notes look like for a kitchen you have measured.

Kitchen – Sink Side

Left Upper Cabinets – K1

24" w x 11" d x3

After you have cut the 3 pieces of liner measuring 24" x 11" you will take masking tape and label each piece K1. Or you could just label one of the pieces and then paperclip the others together. If the liner is placed in a neat stack, you could also just label the first piece and the person installing would know that the pieces that follow the labeled piece are the same until they come across a new label.

Installing

- When installing the liner you want to make sure you have a good fit and that the piece is not too big for the area. The liner should not buckle at all; it should have enough room to lay completely flat. You will need to trim the liner should you liner not lay flat.
- Smooth side of the liner goes up, ribbed side goes down. This makes the surface easier to clean and the direction of the ribs is not so noticeable.
- Occasionally you will find that the cabinets are not completely clear of dust and debris. You don't want to spend an inordinate amount of time cleaning the cabinets, but you do want to take a damp paper towel to remove the dirt and debris before installing.

Shelf Liner

Our preference is to use the clear, ribbed liner from Bering's. We like this liner because it comes in a very large roll, which eliminates or reduces the need to have overlapping pieces in large areas.

If the liner above is not available you will be able to find a comparable clear liner at most hardware stores. You will buy an assortment of the sizes of this liner (12" width and 20" width are the most common sizes) to avoid wasting liner on the more narrow pieces you are cutting.

Our 3rd preference would be a white plastic liner.

Tools / Equipment

- Scissors
- Mat
- Rolling Knife
- Ruler
- Step Stool
- Paper Towels
- Extra Liner
- Tape Measure