CHECKLIST : CLEANING AND ORGANIZING YOUR KITCHEN

Step 1	Discard items you do not use frequently or will not use. Either donate them or place them in a plastic tote so you can find them when you want them.
Step 2	Look for food, medicine or spices that are outdated. Discard them or find a use for them, such as giving food that still ok to pets or using spices or herbs for crafts. Many pharmacies discard outdated medicine.
Step 3	Store pots, pans and cooking utensils near the stove but keep them far enough away that they do not get dirty by having food spilled or them or by being splatered by grease or food.
Step 4	Store large items such as appliances and seldom used cooking utensils in an appliance barn or plastic tote.
Step 5	Place silverware and dishes close to your dining area. Use silverware holders and racks if you need more storage space.
Step 6	Place alcohol, knives, cleaning chemicals and tools out of reach of children and pets. Install cabinet locks if necessary.
Step 7	Install a bullentin board or dry erase board in the kitchen. Use reminders and schedules to stay organized. Designate a spot for bills, coupons, etc.
Step 8	Keep your refrigerator clean - inside and out. This goes for the freezer too.
Step 9	Before you leave the kitchen, make sure everything is turned off and unplugged. Do not forget to turn off the lights, ceiling fan and appliances. Keeping everything well maintained is a key element to an organized kitchen.