

Pantry Organization Checklist

A simple, step-by-step checklist to create a functional pantry that works for real life.

Before You Start

- Gather trash bags, a recycling bin, a damp cloth, and a few boxes or bins
- Clear some counter space to temporarily hold pantry items

Empty & Edit

- Remove items shelf by shelf to avoid overwhelming the kitchen
- Toss expired, stale, or damaged items
- Set aside unopened, unwanted food for donation

Clean & Prep

- Wipe shelves, corners, and the pantry floor
- Let all surfaces dry completely
- Add shelf liners if needed for easy future wipe-downs

Sort & Categorize

- Group like items together (snacks, breakfast, baking, cans, pasta/grains, sauces, kids' items)
- Create zones based on how your household actually eats
- Examples: Lunch Packing, Grab & Go, Dinner Basics

Contain & Label

- Use bins, baskets, or boxes you already own for loose or small items
- Assign one category per container when possible
- Add simple, easy-to-read labels

Arrange for Real Life

- Keep everyday items at eye level
- Store backstock or rarely used items on higher or lower shelves
- Place kid-friendly snacks within reach
- Keep heavy items on sturdy lower shelves

Maintain the System

- ■ Do a quick 5–10 minute tidy each week
- ■ Return items to their designated zones
- ■ Toss anything past its prime
- ■ Do a deeper reset every few months or when routines change

Created by a professional organizer. Designed to simplify your pantry and support everyday routines.