# Pantry Organization

This playbook describes a methodical approach to arranging a pantry. The process ensures that food items are visible, easily accessible, and stored in an orderly fashion.

### Step 1: Empty Pantry

Remove all items from your pantry, placing them on a large surface such as a dining table or countertop. This will give you a clear view of the space and allow you to clean and assess what you have.

### Step 2: Clean Shelves

With the pantry emptied, thoroughly clean all the shelves, walls, and floor. Wipe down with a damp cloth and mild cleaner, then dry with a clean towel or let air dry.

### Step 3: Sort Items

Categorize all the items you’ve removed into groups such as baking supplies, canned goods, snacks, etc. Check for expired items and dispose of them, and make a note of items you need to restock.

### Step 4: Plan Layout

Consider the frequency of use and group related items together when planning the layout of your pantry. Decide on a configuration that places frequently used items at eye level and within easy reach.

### Step 5: Containerize

Use clear containers, baskets, or bins to store categorized items. This helps to keep items visible and contained, making it easier to maintain organization. Label the containers for quick identification.

### Step 6: Restock Pantry

Place all items back into the pantry according to the layout plan you've created. Ensure everything is visible and accessible, with heavier items on lower shelves if possible.

### Step 7: Maintain Order

Make a habit of returning items to their designated spots after use. Regularly review and reorganize the pantry to keep it tidy and to prevent clutter from accumulating.

## General Notes

### Labeling Tip

Using a label maker or chalkboard labels can make the identification of items easier and more aesthetically pleasing.

### Restock Note

When restocking items, place newer items towards the back and older items up front to help with rotation and prevent food from expiring.

### Measurement

Before purchasing containers, measure the shelves’ width and depth to ensure the containers will fit properly.