ORG

HOME ORGANIZATION SOLUTIONS

Planning Checklist: **BEVERAGE CENTER**

Key Considerations

Use It *How frequently is it used?*

See It *Should it be visible/displayed or behind a door or in a drawer?*

Plug It *Does it require a nearby outlet?*

Count It *How many items need to be accommodated?*

Move It *Is there a more appropriate place for it?*

Toss It *Is it time to dispose of it?*

	Use It					See It		Plug It		Count It	Move It	Toss It	Notes
	Always	Often	Occasional	Seasonal	Seldom	Yes	No	Yes	No				
All the Stuff													
Alcohol bottle													
Wine bottles													
Beverage cans													
Beverage bottles													
Munchies													
Napkins													
Wine glasses													
Mugs													
Goblets													
Refrigerator													
Sink													
Supplies													
Towels													
Utensils (corkscrew)													
Trash receptacle													
Display items													
Artwork													
Bar lamp													
Other:													