

Get Organized Checklist

Linen Closet

First Steps

- Remove all items from the linen closet
- Wipe down shelves with a moist cloth
- Sort items into categories (e.g. towels, sheets, blankets, misc)
- Separate items that are worn or no longer used to donate or dispose of

Towels

- Designate shelf/shelves for towels
- Determine best folding technique for available space
- Tuck hand towels & washcloths into matching bath towels
- Stack towels with folds facing forward

Sheets

- Designate shelf/shelves for sheets
- Fold each bedding set into a bundle
- Arrange bedding bundles by size
- Stack sets on shelf with fold facing forward, one stack per bed size

Miscellaneous

- Store extra blankets and pillows on top shelf
- Use baskets or bins to hold toiletries, cleaning supplies & toilet paper
- Use the inside of the closet door for added storage