

Back of House Storage Checklist

A zone-by-zone way to organize a commercial kitchen back room

Set your zones

- 1 Dry storage**
Baking staples, canned goods, and dry packaged goods, kept separate from cleaning supplies.
- 2 Walk-in and freezer**
Organized by category with the oldest stock facing forward.
- 3 Chemical and cleaning supplies**
A dedicated space away from anything edible, with original labels kept intact.
- 4 Disposables and single-service items**
Grouped together so a quick count tells you what to reorder.

Work each zone in order

- 1 Clear it completely**
Sort everything into keep, toss, or relocate before anything goes back.
- 2 Group like with like**
Consistent grouping is what makes labeling the shelf worthwhile.
- 3 Label the shelf, not just the container**
Restocking should not mean guessing where something goes.

Keep it working

- 1 Rotate stock forward**
Oldest product in front, every time you restock.
- 2 Photograph the finished zone**
A printed reference photo settles most disputes about where something belongs.
- 3 Ask your local health authority**
Confirm current storage and labeling requirements for your municipality before finalizing the layout.

Zone it, label it, rotate it, and check it weekly.

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