

Craft Space Cleanup Checklist

Print and hang near your crafting area

Daily or After Each Craft Session:

- Wipe down the table or crafting surface
 - Put all supplies back in labeled bins or drawers
 - Cap all markers, glue, and paints
 - Place tools (scissors, cutters, etc.) in their proper holder
 - Roll away carts or tuck away portable bins
 - Toss scraps and trash into a nearby bin
 - Sweep or vacuum small debris if needed
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Weekly or Biweekly:

- Check for dried-out or broken supplies to discard
 - Sharpen scissors and pencils
 - Refill or reorder items that are running low
 - Wipe storage bins and drawer handles
 - Reorganize any bins that are overflowing or mislabeled
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Monthly Reset:

- Go through every bin or box briefly
- Donate supplies you haven't used in over 6 months
- Re-label anything that's hard to read
- Adjust your layout for easier reach or comfort
- Replace shelf liners or worn-out containers