A small guest-bath tray with one touch of greenery

Tray planning sheet • Free, no signup or purchase.

Plan a small tray for a guest bathroom that holds a hand towel and soap, with one artificial plant kept back from splashes. Measure the counter and the tray, sketch the towel, soap and plant zones to scale, and check that the sink, outlets and walking space stay clear. The free tray planning sheet has a scaled grid with a sample tray outline and zones, plus checks for outlets, splash distance and reach.

What you need

- A stable tray, and the counter space beside the sink where it will sit
- A hand towel and the soap or soap dispenser you already have
- One small artificial plant in a pot that can stay dry
- A tape measure and a pen
- The free tray planning sheet (PDF), printed on US Letter paper

Steps

1. **Measure the counter and the tray**
   Measure the clear counter space beside the sink, then the inside length and width of the tray. Choose a spot that leaves the sink, faucet handles, outlets and walking route clear, and write both sizes on the sheet.
2. **Sketch the three zones**
   Draw your tray on the grid, one square to an inch. Mark a zone for the folded towel, one for the soap and one for the plant, with the towel and soap nearest the guest and the plant at the back or far end.
3. **Keep the plant out of the splashes**
   Run the tap briefly and note where water lands. Place the artificial plant beyond that area and away from outlets. Follow its care instructions and keep any non-waterproof pot dry.
4. **Do a reach test**
   Stand where a guest would wash their hands and reach for the towel and the soap. If you have to reach over or move the plant, swap the zones or leave the plant out. Tick the checks on the sheet when the tray works.

Tips

- Make sure the tray sits flat and stable, and keep it away from heat and electrical connections.
- FigureNook guidance: a tray with a little empty space is easier for a guest to use than a full one, so remove an item before adding another.
- The printable is free to download and print. No account, email or purchase is required.

Product note (optional)
The optional plant link is an affiliate link. Check the selected product, pot material, size, care directions and included items before buying. A tray, towel and soap may be used from home.

Notice
Original AI editorial illustration depicting a design concept; review manufacturer specifications and product details for final suitability. Exact color, fit, performance and pictured accessories are not established by the image. Optional product details: check the current listing and manufacturer directions.

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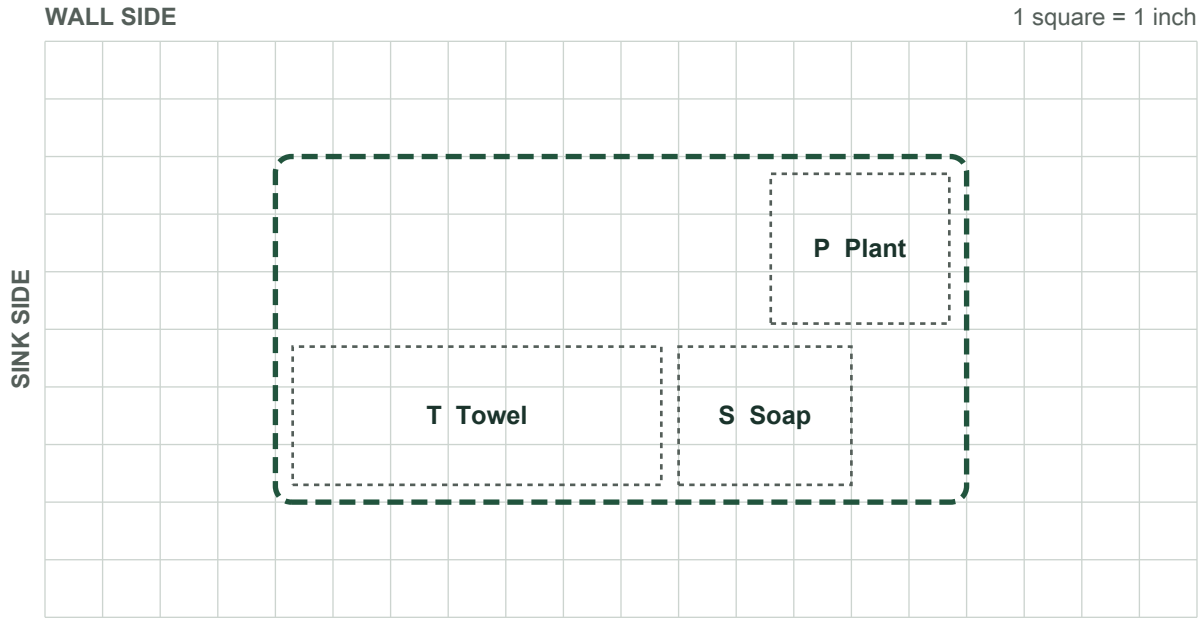
1. Measurements

Clear counter space (length × width): _____

Tray inside size (length × width): _____

Distance from the sink edge to the tray: _____

2. Tray sketch (1 square = 1 inch)



Sample outline: 12 × 6 in tray. Redraw your own tray and zones to scale.

3. Checks (tick when done)

- ☐ Outlets and switches are clear of the tray
- ☐ The plant sits outside the area where the tap splashes
- ☐ Towel and soap can be reached without moving the plant
- ☐ Sink, faucet handles and walking route are clear
- ☐ The tray sits flat and stable
- ☐ The plant pot is dry; no water added

4. Notes

Items on the tray: _____

What to remove if it feels crowded: _____