

Kitchen/Fellowship Hall Cleanup Checklist

In an effort to encourage good stewardship of our church's resources and to prevent damage to church property, please complete the following tasks at the close of your event, sign and date the form, and place it in the kitchen mailbox on the wall. Your cooperation is greatly appreciated!

- _____ Turn off all appliances that were used during the event, including the oven, stove, coffee pots, and heat cabinet. Please leave the vent fans on during the winter months.

- _____ Wash all dishes, pans and utensils, including coffee pots and drink dispensers, and **put them away in their proper place**. Please do not leave items in the drainer or in the dishwasher. If you use the dishwasher, you are responsible to unload it and put the clean items away.

- _____ Wipe down the countertops and other kitchen surfaces, including the stovetop.

- _____ Clean the tables in the Fellowship Hall thoroughly with a bleach and water solution. Cleaning buckets and bleach are under the sink near the dishwasher.

- _____ If the trash containers are full, please take the trash out to the dumpster. Please do **not** reline the trash cans.

- _____ Take home what you bring in to the church; **please refrain from leaving leftovers in the refrigerator**. Any food left in the refrigerator will be discarded.

- _____ Is the Kitchen/Fellowship Hall the way you would want to find it for your next function?

- _____ Close the pantry door and make sure it is locked.

- _____ Turn off the lights.

Completed by _____ **Date** _____

Thank you for helping to keep our facility functional and looking good for the groups that follow.

Comments/Suggestions: