

## KITCHEN CLEANING CHECK LIST

To insure the facility's readiness for the next group, each group's Point Person will:

- 1. Be responsible for proper procedures.*
- 2. Complete the check list below to make sure proper procedures are followed and the kitchen is ready for another group.*

**Please review and check off procedures below for handling leftovers, cleaning, and trash removal:**

- Any items that have been used must be completely dried and put away (not left to air dry).
- All countertops must be clear, clean, and sanitized.
- If any racks have been removed they must be returned to their original position.
- Make sure all oven and stove knobs are turned off.
- All coffee and tea pots need to be off, cleaned, and put away.
- If any appliances have been used, they must be cleaned out and put away.
- The microwave should be wiped down and grease free.
- Any food left over must be taken home, appropriated to another group (ie youth), or thrown out; it is NOT to be left in the refrigerator. Please really consider if something is worth saving, otherwise it must be disposed of.
- Make sure the floors are swept after every use. The custodian will mop the floor.
- Trash needs to be tied up and taken to the dumpster outside the kitchen door. New bags need to be put in the cans.
- Any used towels, washcloths, fabric tablecloths, or aprons must be either taken home, washed, and returned to the church within the week after the event, or washed and dried at the church.
- Any vinyl table coverings used must be washed down, sanitized, and folded when dry.
- Make sure the pantry is left tidy and clear.
- Make sure all lights are off, and if you are the last group in the church, make sure that all of the church doors are securely locked.

Please notify the church office, or leave a note in the Business Manager's mailbox, if there are any concerns found in the kitchen/Fellowship Hall.

We are working together to maintain our environment! Thank you for all the work you put into maintaining the Fellowship Hall.

Event: \_\_\_\_\_ Date \_\_\_\_\_

I, \_\_\_\_\_ have verified that the above checklist has been completed.

Sign \_\_\_\_\_