

KITCHEN CLEAN-UP CHECKLIST

Please check the boxes after their tasks
have been completed.

- All dishes, pots, pans utensils & cutting boards have been cleaned, dried and put away.
- All stoves, ovens & warming boxes have been cleaned inside and out using soap/cleanser.
- All counters have been cleaned first with soap, and then finished with stainless steel cleaner and cloth.
- All cabinets that have been used are cleaned with stainless steel cleaner and cloth.
- All dirty towels and aprons have been collected and placed in the linen basket.
- Any spills in the refrigerators or freezers have been cleaned up.
- No perishable food or supplies have been left behind.** (It is your responsibility for removal.)
(Donated items left in the "Food for Friends" refrigerator must be dated.)
- Any left over spices or non-perishable food items have been stored in their proper cabinets.
- All garbage cans (even outside cans) need to be emptied in the dumpster by the Courtyard/Booksin St
(Adult alcoholic beverage containers must be disposed/recycled by group.)
(Students can only recycle non-alcoholic plastic bottles and aluminum cans placed in designated bins.)
- Sweep and mop the entire floor.
- If any items have been removed from the locked cabinets, ensure ALL items have been returned.
- Double Check that all stoves, ovens, warmers and coffee pots have been turned off.
(Please do not turn off the pilot lights.)
- All Alcohol Bottles MUST be removed from the premises.

Please sign below when complete

Name: _____ Phone # _____ Group: _____

When you leave . . .

Return this check sheet to the Parish office along with the keys. An additional fee may be assessed to your group if the kitchen is not clean or items are missing.

PLEASE TURN OFF THE LIGHTS, FAN AND LOCK THE DOOR.

Any problems or questions please call:

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