

## KITCHEN & HALL CLEANUP CHECK LIST

**After a wedding, shower, funeral, family gathering, sporting or parish event, the following “clean up” needs to take place.**

- 1) The floors of the hall, kitchen & restrooms must be swept clean & wet-mopped. Use approx. 1 cup of cleaner (DMQ (brand of soap)) per bucket of hot water. Please hang the mopheads on the fence outside the North door of the hall. Mops, buckets & soap are in the store room. All dust mops should be shaken out before stored.
- 2) Garbage from the hall/bathrooms (as well as the womens' sanitary disposal can) must be taken out to the dumpster.
- 3) Clean the kitchen & restroom sinks. Make sure the toilets are flushed & the water is no longer running.
- 4) If used, the kitchen appliances must be cleaned including the inside of the coolers, cupboard tops & stoves. All personal property must be removed.
- 5) Turn off water heater & kitchen cooler (leave both doors wide open).
- 6) Lock the silver serving windows; be sure to insert the nails. (2 nails per serving window.)
- 7) Wash all tables/chairs & put away.
- 8) The heat must be turned down & all air conditioning controls in the hall & kitchen must be turned off. If they aren't already, the fan in the hall & kitchen should be switched to Auto.
- 9) All lights turned off in the hall, restrooms & exterior. The ceiling fans must also be turned off. (breaker box)
- 10) Wash the dirty dishtowels, wash cloths etc. & return back to hall asap.
- 11) Report any kitchen supply shortage (or damage to any property) to the St. Rose Guild President.
- 12) Lock all windows & doors. Return the key to appropriate personnel.

**The cooperation from everyone who uses this hall & kitchen is greatly appreciated. Thank you all for your time.**