

ST. ROSE PARISH HALL CLEANING CHECKLIST

____ The hall, kitchen, restrooms, storage room must be neatly arranged according to the diagram posted on the west wall of the store room. Chairs and tables must be cleaned, washed (if needed), and stacked neatly. All debris that has accumulated in the storage room during the gathering must be removed.

____ The floors of the kitchen and restrooms must be swept and wet-mopped. Use of hot water and approximately 1 cup of cleaner (DMQ) per bucket of water. The floor may need to be scrubbed several times before it is clean. Please hang wet mops on the fence outside the north west door of the addition. Mops, buckets, and soap are in the storage room. All dust mops should be shaken out before stored.

____ The kitchen appliances must be cleaned including the inside of the coolers, counter tops, sinks, dishwasher, and stoves. All personal property including decorations, food, bread racks, etc. must be removed.

____ Bathroom sinks, stools, and urinals must be cleaned. Make sure the water ceases after flushing of toilets. Mirrors must be cleaned.

____ Garbage from the hall/bathrooms as well as the women's sanitary disposal can must be emptied and taken out to the dumpster.

____ All doors and windows must be locked. The silver serving windows must be locked with the nails inserted.

____ All lights must be turned off in the hall, restrooms, and exterior.

____ The ceiling fans must be turned off at breaker box.

____ The heat must be turned down, and all air-conditioning controls in the hall and kitchen must be turned off. If they aren't already, the fan in the hall and kitchen should be switched to Auto.

____ The east entry must be wet-mopped or vacuumed. All mats must also be vacuumed.

____ No helium balloons are allowed in the hall.

____ Wash dirty dishtowels/washcloths and return to the hall.

____ Report kitchen supply shortage or damage to any damage to property to the St. Rose Guild President.

The cooperation from everyone who uses this hall and kitchen is greatly appreciated. Thank you for your time!