



Kitchen/Great 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 tack it onto the kitchen bulletin board. Your cooperation is greatly appreciated.

Check when completed	Task	Initials
	Put away tables and chairs in the Great Hall, if you set them up.	
	Sweep Great Hall floor, if you used it.	
	Leave Great Hall as you found it.	
	Wash all dishes used.	
	Put all dishes and pans back where they were.	
	Turn off ovens and stove.	
	Unplug warmers.	
	Drain dishwasher and turn it off.	
	Clean dishwasher strainers (leave no food!!).	
	Clean sinks and clear sink strainers.	
	Clean all kitchen surfaces and leave clear.	
	Turn exhaust fans off.	
	Clean up any spills and sweep kitchen floor.	
	Make sure all windows are closed and locked.	
	Take out all trash (leave no food in trashcans!!) and recyclables. Dumpsters are located near the Grafton Street door.	
	Take all towels to wash and return ASAP.	
	Turn off pantry light and lock.	
	Take leftover food and drinks with you.	
	Turn off all lights.	
	Complete and sign this form.	

Please complete the following questions (continue on back if needed):

1. Do any supplies need to be restocked? If so, please indicate:

2. Was anything broken that needs to be replaced? If so, what?

3. Was any equipment not in working order? If so, what?

Print Name _____

Signature of Responsible Person _____

Group _____ Date _____

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