**FELLOWSHIP HALL AND KITCHEN CLEAN-UP CHECK LIST**

**\*Any group using the kitchen must have at least one person who will be held accountable for ensuring the kitchen and fellowship hall are left clean and orderly.**

**\*ALL GROUPS USING THE KITCHEN OR FELLOWSHIP HALL MUST COMPLETE THIS FORM. Return completed form to the facility manager via the church office.**

# Place all recyclables in proper container; do not put trash or food in recycling container.

# **KITCHEN**

**Counters & Sinks:**

\_\_\_\_\_ Wipe down all countertops with Clorox Cleanup

\_\_\_\_\_ Clean out all sinks and empty drain cups, don’t leave food remnants in sink

**Floors:**

\_\_\_\_\_ Sweep, Mop any spills

**Trash cans:**

\_\_\_\_\_ Do not place food in trash cans without a liner

\_\_\_\_\_ Empty all trashcans and carry trash to Dumpster

\_\_\_\_\_ Wipe out if needed & place liners in all trashcans

**Refrigerator:**

\_\_\_\_\_ Remove all perishable leftovers from refrigerator

\_\_\_\_\_ Wipe out all spills

\_\_\_\_\_ Wipe off condiment containers before returning them to the refrigerator

**Stove:**

\_\_\_\_\_ **Exhaust fan must be used at all times when burners are in use**

\_\_\_\_\_ Make sure griddle, all burners, and ovens are turned off.

\_\_\_\_\_ Clean spillover from underneath burners

\_\_\_\_\_ Empty grease trap and wash with hot soapy water

\_\_\_\_\_ Wipe off shelf & back of stove

**Dishwasher:**

\_\_\_\_\_Make sure unit is turned off

\_\_\_\_\_Clean drain trap

**Pots, Pans, Trays, Utensils, Etc.:**

\_\_\_\_\_ Wash, Dry and return to appropriate place

**Coffeepots:**

\_\_\_\_\_ Wash and Dry

\_\_\_\_\_ **Unplug Coffee and Tea Makers**

## Paper Products:

**(Paper products are not to be used for private events, such as birthday parties, showers, family reunions, wedding receptions, non-sponsored groups, etc.)**

\_\_\_\_\_ Use opened sleeves first

\_\_\_\_\_ Replace unused paper products in plastic sleeve and return to appropriate shelf

\_\_\_\_\_ Keep like items together

**Kitchen linens:**

\_\_\_\_\_ Take towels and dish cloths home wash, dry, fold and return to appropriate drawer.

**Food:**

\_\_\_\_\_ **Please remove all leftover food.**

**FELLOWSHIP HALL**

\_\_\_\_\_ Wipe down tables

\_\_\_\_\_ Return tables to original position

\_\_\_\_\_ Wipe out chairs and place back under table

\_\_\_\_\_ Sweep floor

\_\_\_\_\_ Mop up any spills

**Reminder: All food and drink must remain in the fellowship hall**

### Group Using Kitchen: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notation of anything not clean upon arrival

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Notation of anything not clean upon conclusion

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Contact David Kennedy, Facility Manager at 919.772.5294 or david@hollandsumc.org for additional help or questions.