

# Fellowship Hall & 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 (virtual version of this form is on the Church Center App).**

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 always be ON 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:

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Notation of anything not clean upon conclusion:

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***Contact Mike Shipp, Facility Manager, at [Mike@hollandsumc.org](mailto:Mike@hollandsumc.org) for additional help or questions.***

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