**Kitchen and Hall Clean Up Check List**

**Please note: Ministries are NOT allowed to use the burners or ovens. Also, no entry into the pantry or kitchen refrigerators. Please use ice and water/sink only.**

The kitchen and hall are to be left as clean as they were found. Clean-up is expected immediately following the event.

**Hall**

* Make sure tables and chairs are left per diagram
* Wipe off tables
* Make sure bathrooms are free from trash and no running toilets or sinks
* Sweep floors
* Turn up thermostats (all)
* Empty trash containers and replace with clean liners
* Take trash to the dumpster located in the parking lot near the Marian Chapel
* Turn out lights
* Lock doors

**Kitchen**

* Wipe down countertops. (Cleaning supplies are located near the AC control in “B” section)
* Clean sinks
* Sweep floors
* Empty trash containers and replace with clean liners (trash can liners can be found underneath the stainless steel island located in the kitchen)
* Take trash to the dumpster located in the parking lot near the Marian Chapel
* Make sure there is no running water
* Turn off lights
* Lock doors