



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 all thermostats (80°)
- 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