

KITCHEN USE AND CHECKLIST

Use of the kitchen must be scheduled through the church office and is subject to the building use policies. An *Application For Building Use* form is necessary for non-church events. Fees may apply.

We appreciate you leaving the kitchen and/or Fellowship Hall clean and ready for the next group to use. Payment of any custodial services found necessary after use will be your responsibility.

Before leaving the kitchen, please follow the following check list:

- All food you brought in is removed from counters, freezer and refrigerator
- Sinks are drained, washed and dried
- Stoves are turned off and tops cleaned
- Ovens are turned off and any spills cleaned
- Stove Fan is turned off
- Coffee Pots and Urns are unplugged, emptied, washed and dried
- All counters washed and dried (Use NO abrasive cleaners or cleaning pads on stainless steel surfaces)
- Serving trays are washed, dried and returned to storage area
- Sanitizer is turned off, all dishes and utensils removed from it, and water drained
- Floors are swept and mopped of any spills
- Trash is removed from all trashcans and placed in outside dumpster, and liners replaced in cans
- A/C unit in window is turned off
- Lights are turned off (switch in hallway outside door)

FOR MEMBERS USE ONLY

- Dishes, glassware, silverware, cooking utensils, pots, pans, appliances, containers, etc. – washed, dried and returned to proper storage areas
- Towels, dishcloths, and aprons taken home, laundered, and returned to proper storage areas within three days
- Tablecloths cleaned, hung properly and returned to proper storage within three days - If not done properly, professional cleaning fees will be the responsibility of the individual.