

Holy Innocents Catholic Church

GROUP/ORGANIZATION: _____ DATE OF EVENT(S): _____

PERSON RESPONSIBLE FOR CLEANING _____ PHONE NUMBER _____

Parish Kitchen CLEAN-UP CHECKLIST

1. All appliances cleaned and turned off:
 - a. Coffee Pots _____
 - b. Dishwasher _____
 - c. Ovens/Stove _____
 - d. Microwave _____
 - e. Food Warmers _____
 - f. Event Food Removed from Refrigerator (cleaned up any spills) _____
2. Cookware and cutlery cleaned and returned to locations _____
3. Stove and Fryer cleaned and degreased. _____
4. Sinks and Counters cleaned and disinfected. _____
6. Furniture/Equipment cleaned:
 - a. Tables/Chairs _____
 - b. Kitchen equipment _____
 - c. Cleaning supplies (mops, brooms, etc.) _____
 - d. Kitchen Floors Clean (sweep and mop) _____
7. All restrooms checked:
 - a. Toilets flushed _____
 - b. Sinks wiped out _____
 - c. Trash removed _____
 - d. Floors inspected/cleaned _____
8. All trash and garbage removed (including small amounts) _____
 - a. Clean Trash Liners in cans _____
 - a. Trash taken outside and placed inside the dumpster _____
9. Refrigerator/freezer doors closed securely _____
10. Utilities turned off or to pre-event settings:
 - a. Lights (hall, kitchen, restrooms) _____
 - b. Thermostats (if applicable) _____
 - c. Kitchen exhaust fans off _____
 - d. Hall ceiling fans left on _____
11. Windows and doors closed and secured. Make sure lock engages when you leave. _____

Kitchen Guidelines

In event of an emergency, contact Jim at (760) 486-1790

1. Every item in the refrigerator should have a name, date and when the item will be used.
2. Anything left in the refrigerator after the event will be thrown away (unless it is labeled to be used at a later date).
3. The stove and fryer need to be turned off and degreased after every use, this includes the wall and floor around them.
4. Please do not leave any dishes or vases in the kitchen after your event is over.
5. Any tables and folding chairs used for events must be cleaned and put back in the rooms they belong in (do not use upholstered chairs)
6. Leave coffee maker empty, clean and turned off.
7. Take all your trash outside and throw it away in the dumpster.

I will be responsible for the conduct of this group and the care and clean-up of the facilities requested. I will complete the "Clean-up checklist"
I will not lend/loan the keys to anyone. I will return the loaner key by the next business day following the event. I or another responsible adult will be present during the use of the kitchen.

Responsible Signature

Date

FACILITIES MANAGER USE

Packet received and explained: ☐ YES ☐ NO

Date: _____

Facilities walk-through: ☐ YES ☐ NO Initial: _____

Alarm Code – Keypad Training: ☐ YES ☐ NO

Loaner Key received by user: ☐ YES ☐ NO

Key(s) returned: ☐ YES ☐ NO

Kitchen Inspection Approval: ☐ YES ☐ NO

Kitchen Use Deposit Returned to Ministry/Grp: ☐ YES ☐ NO

FRONT OFFICE USE

____ Calendar Request Submitted: ☐ YES ☐ NO

____ Deposit Accepted: ☐ YES ☐ NO

____ Pastor's Approval: ☐ YES ☐ NO

____ Kitchen Fee Paid: ☐ YES ☐ NO