



Kitchen/Fellowship Hall Checklist

Ministry Name:

Submitted by (Ministry Leader):

Date: _____

Please read and check off each item listed below:

- All counter tops must be cleared and cleaned.
- All three sinks must be free of food particles and no standing water left in any sink.
- Sinks counters are to be cleared and all dishes and silverware put away.
- Wipe off stove, oven doors and refrigerators.
- The floor should be cleaned with no debris or trash left out.
- The garbage must be emptied before leaving the kitchen.
- All unused food left in the refrigerators will be disposed of after two (2) days including utensils and cookware.
- All tables are to be wiped cleaned with no debris left on the tables.
- No large pieces of paper or food particles are left on the floor.
- All dishes, pans, silverware, etc. must be returned to the kitchen common place.
- All garbage bags must be tied and pulled to the side rear door for emptying.
- The janitor will do the final vacuuming of the floor and mopping of the kitchen floor.

***Violations of any of these policies will result in the forfeiture of kitchen deposit and privileges.**

RETURN COMPLETED FORM TO: CHURCH OFFICE