

## Checklist for Cleaning Fellowship Hall after an Event

- \_\_\_ 1. No decorations shall be hung from the ceiling.
- \_\_\_ 2. Do not use tape, nails, or tack to attach decorations to the walls.
- \_\_\_ 3. No alcoholic beverages.
- \_\_\_ 4. No smoking or tobacco products.
- \_\_\_ 5. Paper products in the storage area are for church functions only.
- \_\_\_ 6. Ice is available for any function.
- \_\_\_ 7. If anything is used from the storage room in the Fellowship Hall, it must be returned to its **proper place**.
- \_\_\_ 8. Take all unused, perishable food with you when you leave.
- \_\_\_ 9. Non-perishable food items may be left if labeled with name and date.
- \_\_\_ 10. Wash all tables and return tables and chairs to the storage room.
- \_\_\_ 11. Thoroughly wash all kitchen utensils, plates, glasses, silverware.
- \_\_\_ 12. Silverware and utensils need to be dried even if washed in the dishwasher.
- \_\_\_ 13. Correctly sort the silverware (knives, dinner forks, salad forks, teaspoons, soup spoons) and place in the proper receptacles.
- \_\_\_ 14. Do not mix serving spoons, serving forks, butter knives, sugar shells, etc. with the eating silverware.
- \_\_\_ 15. Open the drawers and read the labels ---- Put all utensils back in their proper places.
- \_\_\_ 16. If stoves are used, wipe out the ovens, clean the tops.
- \_\_\_ 17. Do not drag heavy metal pots across the glass tops of the stoves.
- \_\_\_ 18. Wipe out any spills inside the refrigerator. Wash and dry the outside.
- \_\_\_ 19. Wash out the microwave if used.
- \_\_\_ 20. Wipe off the wooden cabinets with a clean, damp cloth.
- \_\_\_ 21. Wash off all counter tops with sanitizer.
- \_\_\_ 22. Wash and dry the back splash behind the stove and sink.
- \_\_\_ 23. Turn off the dishwasher, clean out the bottom screen, and leave open to dry.
- \_\_\_ 24. Pour out any liquids in the "Liquids Receptacle" and rinse it out.
- \_\_\_ 25. Gather all trash, including that in the restrooms.
- \_\_\_ 26. Take all trash with you when you leave.
- \_\_\_ 27. Sweep the Fellowship Hall, including the glass entry way.
- \_\_\_ 28. Sweep the kitchen and storage room.
- \_\_\_ 29. Vacuum the rug in the kitchen and storage room.
- \_\_\_ 30. Mop the Fellowship Hall and kitchen.
- \_\_\_ 31. Do not leave food items, such as crackers, on the shelf in the storage room.
- \_\_\_ 32. Members must take the dirty dish cloths and dish towels home and wash them. Return them promptly.
- \_\_\_ 33. Members are responsible for table cloths. These must be properly washed and dried and returned within one week of use.
- \_\_\_ 34. Table cloths are to be hung on the hangers provided and placed in the proper size slot on the rack.
- \_\_\_ 35. Non-members should not use the table cloths unless you make arrangements with a church representative to have them dry-cleaned.
- \_\_\_ 36. Any one who damages a table cloth must make arrangements to pay for a replacement.
- \_\_\_ 37. Turn off all outside lights.
- \_\_\_ 38. Turn off all inside lights.
- \_\_\_ 39. Lock all doors.