



## UNITED BAPTIST CHURCH CHECKLIST

Purpose: To ensure that all users of the kitchen leave it in a clean, presentable manner following their activity. The person/s responsible for the activity are required to fill out the kitchen checklist below, sign it and place in the envelope on the table for the Administrative Assistant.

\*For safety reasons, no persons under 12 years of age are allowed in the kitchen.

### User Checklist for Maintaining the kitchen

- All counter tops clean and wiped dry
- Dishes, pots and pans, and utensils washed , dried, and returned to storage position
- Sink washed
- Stovetops washed clean, including burner trays; oven wiped clean (if used)
- Kitchen floor swept clean with broom and mops provided
- No open containers and anything left should be properly labeled
- Leftover foods properly stored or disposed of to prevent insects and rodents
- Inside trash can bags tied and taken to the top of the stairs to prevent odors
- Trash cans relined with proper size bags (kept in the closet)
- Supplies and equipment returned to their proper place
- Check to make sure all appliances are off.
- Remove all private decorations and food following the event.

### Checklist for Fellowship Hall (if used for serving food)

- All tables and chairs cleaned and returned to designated positions
- Fellowship Hall is vacuumed and swept.
- Bathrooms are checked. All paper towels are in trash containers and all toilets flushed. Lights off.
- All doors closed and locked
- All lights off.
- Trash bags tied and taken to the top of the stairs to prevent odors.

### Checklist for Bathrooms

- Empty trash
- Fresh plastic bags are under existing bags.
- Wipe sink and counters.
- Make sure restrooms are presentable
- Check floors and stalls
- Check water is not running

### Damage noted after the event:

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I have followed this check-list and left United Baptist Church Fellowship Hall and kitchen clean and in order.

Name of Renter: \_\_\_\_\_

Name of Approver: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_