

### Kitchen Cleaning Checklist

- \_\_\_\_\_ Sweep kitchen floor and mop if necessary.
- \_\_\_\_\_ Empty all inside trash cans and place new liners in trash cans.
- \_\_\_\_\_ Clean all counter tops, stainless steel surfaces, and carts.
- \_\_\_\_\_ Wash, dry, and put away all utensils, dishes, pots/pans and glassware in proper place.
- \_\_\_\_\_ Label any food items in kitchen. No opened or unwrapped items are to be left in the kitchen. If food items are not removed in a timely manner or are not labeled they will be discarded. (Labels are in the label drawer under the phone.)
- \_\_\_\_\_ Verify that the refrigerator, freezer, and ice maker lids are firmly closed. Please make sure ice scoop is removed from the inside of the ice maker and placed on top.
- \_\_\_\_\_ Verify that all kitchen equipment is turned off.
- \_\_\_\_\_ Empty dishwasher when used.
- \_\_\_\_\_ Launder used dish cloths and return them to the kitchen within 48 hours.
- \_\_\_\_\_ Verify stove, oven, and all other cooking appliances are off.
- \_\_\_\_\_ Turn off all lights and lock doors.
- \_\_\_\_\_ Close and lock kitchen doors and close window grate.

**\*Please initial each line as they are completed. If it does not apply, please write DNA in space.  
Return checklist to Tracie Vess' box in the work room.**

**Date used:** \_\_\_\_\_

**Group/Person:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Missions and Fellowship Center Cleaning Checklist**

- \_\_\_\_\_ Return equipment used to the appropriate place.
- \_\_\_\_\_ Sweep floors of any debris and pick up any trash.
- \_\_\_\_\_ Wipe up any spills with a damp paper towel. Mark location and notify Sexton of spills.
- \_\_\_\_\_ Notify Center Administrator if any item is broken or in need of repair.
- \_\_\_\_\_ Return tables and chairs to storage closet.
- \_\_\_\_\_ Turn off all lights.
- \_\_\_\_\_ Lock all doors.

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Return checklist to Tracie Vess' box in the work room.**

**Date used:** \_\_\_\_\_

**Group/Person:** \_\_\_\_\_

**Signature:** \_\_\_\_\_