

Catawba United Methodist Church
Family Life Center



CLEAN-UP CHECKLIST

1. All appliances are cleaned and turned off:
 - a. Coffee Pots _____
 - b. Dishwasher _____
 - c. Ovens/Stove _____
 - d. Food Warmers _____

2. Cookware and cutlery has been cleaned and returned to their proper locations _____

3. Sweep and mop up items on floor in kitchen and dining area _____

4. Furniture/Equipment:
 - a. Tables/Chairs returned to original positions _____ (at least 6 chairs per round table, remaining chairs go to the long tables in the back)
 - b. Tables/Chairs cleaned and wiped down _____
 - c. Kitchen equipment/utensils returned to original positions _____
 - d. Kitchen equipment/utensils cleaned and/or wiped down _____
 - e. Cleaning supplies (mops, brooms, etc.) are returned to original locations _____

5. All restrooms checked:
 - a. Toilets flushed _____
 - b. Sinks wiped out _____
 - c. Trash removed _____
 - d. Floors inspected/cleaned _____
 - e. Verify all toilets and sinks are not left running _____

6. Trash and Garbage:
 - a. All trash and garbage is to be placed in large rolling containers outside the back kitchen door. If all containers are full, trash should be removed from the premises. _____
 - b. Placed clean trash liners in cans _____

7. Refrigerator/Freezer:
 - a. Doors are secure and closed completely _____
 - b. All food that was personally brought with you has been removed _____

8. Utilities turned off or returned to pre-event settings:

- a. Lights (hall, kitchen, restrooms) turned off _____
- b. Thermostats (set at: 78° during (Spring/Summer) and 62° during (Fall/Winter) _____
- c. Kitchen exhaust fans are turned off _____
- d. Doors between the gym and dining area are closed _____

9. Windows, doors, and closets:

- a. Windows, doors, and closets are closed and secured/locked _____
- b. Return borrowed keys to the church office as soon as possible _____
- c. Closet(s) that have been unlocked are locked, secure, and in an orderly manner _____

10. Laundry Concerns:

- a. Did you use towels/dishcloths/pot holders/tablecloths and/or aprons? Yes ____ No ____
- b. Use your best judgment: If there is enough items to wash a load please wash and dry the items. If there aren't enough to do a load, rinse the items and hang them to dry. _____
- c. When did you return laundered items to their original locations? _____

11. All decorations have been removed (including tape) _____

12. Are there any items that are out of stock or near out of stock? Yes ____ No ____

If so, please list items.

12. Please report anything you feel was not in good working order during your use of the Family Life Center.

Signature _____ Date _____

In the event of an emergency, please contact Pastor Stephen Shytle at church: (828) 241-4868, parsonage: (828) 241-1308 or cellular: (704) 460-1513.