

Garris Chapel UMC
Kitchen Use Checklist

- ___Wipe down out counters/countertops
- ___Sweep the floor
- ___Mop the floor, if needed
- ___Take out all trash – Make sure all trash cans have new bags
- ___All dishes are put away (None left on countertops)
- ___All dishes in dishwasher have been washed and put away
- ___All dishtowels have been washed, dried, and put away OR make sure a person has been assigned to wash and bleach towels, dish cloths, and aprons, and to return them within 24 hours.
- ___Make sure oven is wiped out of any spills
- ___Clean all surfaces of the microwave ovens
- ___Remove all food debris from sinks, wash with cleanser and dry.
- ___Wipe down stove and clean drip pans below burners
- ___Wipe down refrigerator (inside and out) and there is no left over food from your event

*****Please sign and date that everything is completed and the kitchen has been left clean. Please place completed form in office manager's box.

Name

Date