

Kitchen Checklist

Redeemer Evangelical Free Church

In order to keep the kitchen organized and clean for everyone, the church requests that the following checklist be used after each function. ***Please put this checklist under the blank sheets.*** Your cooperation and suggestions are greatly appreciated. Pencils are in drawer 18.

Your Name: _____ Phone # _____

Name of your group/function: _____ Date: _____

Was the kitchen in good condition when you came in? Yes No

If you used the last of anything (food, paper products, etc.) please list them here so we can restock:

Is there anything that would have been useful to you that we didn't have?

General clean up:

- Are all dishes, coffee pots and utensils washed and put away in their proper places? *The Kitchen Directory is hanging on the wall to the left of the hallway door to help you return all items used to their proper place!*
- Is all leftover food (that you are unable to take home) labeled, dated and properly wrapped and stored? *Small take home plastic containers are in the bin in cabinet #5. Labels are on the refrigerators.* Please put all "Help Yourself" non-refrigerator items in cabinet #17 to the left of the hallway door. Food will be thrown out if not properly labeled.
- Any **dishes left behind** should be put in cabinets below the microwaves. If dishes are not picked up in a month, they will be donated.
- Have counter tops been totally cleared and wiped clean? Everything has a storage place and nothing should be left on the counters!
- Have you thrown away all your garbage and taken it to the dumpster by the garage? *Garbage bags are stored in Drawer 25.*
- Have you turned off and cleaned all appliances?
- Has someone been assigned to take home and launder soiled kitchen towels, dishcloths, table linens and aprons? *After cleaning, please return them to their proper place as soon as possible. Thank you!* Small plastic bags are in the bin in cabinet #5.
- Have you wiped up any spills and swept the floor? *Cleaning supplies are under the sink. Broom, dust pan and step stool are in cabinet #5.*
- Have you left the kitchen cleaner than you found it?
- Have you turned off lights when leaving?
- Please check the hallways for soda cans and trash that your group may have left behind.

Please record your comments or suggestions on back.

Thank you so much for your cooperation!

(updated March 2007)