

KITCHEN & CHAIR ROOM CLEANING CHECKLIST

The parish hall kitchen and chair room are cleaned twice a year, before the fish fry and before the bazaar. **This INCLUDES the north addition room off the hall kitchen.** Cleaning supplies are located under the sink. Please ask the ladies to bring their own scrub rag and bucket.

_____ Clean the sinks in both the kitchen and the chair room.

_____ Clean and organize under sink.

_____ Sweep and wet mop floors in both the kitchen, north addition, and the chair room. Mops, buckets, and soap are in the storage room.

_____ Clean and organize all cabinets/drawers (including where the coffee pots are stored). Make sure all coffee pots have their corresponding parts. Disperse of any outdated items.

_____ Wipe down outside of cabinets.

_____ Wipe off all countertops with disinfectant.

_____ Wash out the garbage cans with Clorox.

_____ Wipe out the insides and outsides of refrigerators (kitchen & chair room).

_____ Wipe outside and inside of all stoves.

_____ Wash/clean the stove burners.

_____ Clean the windows.

Make sure the mop heads in chair room are clean and sanitary. If not, please volunteer to wash them or contact the Guild President to do so.

If a cleaning supply is getting low or damage to property is found, please contact the Guild President.

The cooperation from everyone who uses this hall and kitchen is greatly appreciated. Thank you for your time!