

ST. ROSE PARISH HALL CLEANING CHECKLIST

_____ The hall, kitchen, restrooms, storage room, and east addition to kitchen must be cleaned. Chairs and tables must be washed (if needed), and stacked neatly. All debris that has accumulated in the storage room during the gathering must be removed.

_____ The floors of the kitchen and restrooms must be swept and wet-mopped. Use of hot water and approximately 1 cup of cleaner (DMQ) per bucket of water. The floor may need to be scrubbed several times before it is clean. Please hang **wet** mops on the fence outside the north west door of the addition. Mops, buckets, and soap are in the storage room. All **dust** mops should be shaken out before stored.

_____ The kitchen appliances must be cleaned including the inside of the coolers, counter tops, sinks, dishwasher, and stoves. All personal property including decorations, food, bread racks, etc. must be removed.

_____ Bathroom sinks, stools, and urinals must be cleaned. Make sure the water ceases after flushing of toilets. Mirrors must be cleaned.

_____ Garbage from the hall/bathrooms as well as the women's sanitary disposal can must be emptied and taken out to the dumpster.

_____ All doors and windows must be locked. The silver serving windows must be locked with the nails inserted.

_____ All lights must be turned off in the hall, restrooms, and exterior.

_____ The heat must be turned down, and all air-conditioning controls in the hall and kitchen must be turned off. If they aren't already, the fan in the hall and kitchen should be switched to Auto.

_____ The east entry must be wet-mopped or vacuumed. All mats must also be vacuumed.

_____ No helium balloons are allowed in the hall.

_____ Wash dirty dishtowels/washcloths and return to the hall.

_____ Report kitchen supply shortage or damage to any damage to property to the St. Rose Guild President.

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