

ST. DENNIS CATHOLIC CHURCH

PARISH HALL CLEANING CHECKLIST

Inspection checklist

	Event Sponsor	Monitor
Remove all trash from Hall kitchen, restrooms		
Hall floor dry mopped (remove litter, then mopped (to remove spills).		
Tables and chairs wiped down and put back in closet		
If using the 2 classrooms attached to kitchen, please put everything back the way it was found.		
Kitchen floor swept, stove turned off		
Sink drain board, and counters washed and wiped off.		
Plates, platters, bowls, utensils, etc., washed, dried and put away.		
Coffee urns washed and dried.		
Restroom cleaned, toilets flushed, wet moped floor, water only		
Exterior of facility is to be policed		
Trash disposal: compact all bags and cardboard into the appropriate dumpsters for trash & recycling		
Do not leave food in the refrigerator. Arrangements should be made prior to the event for any leftovers to be distributed.		

Usage Rules

Table and or chairs **MUST REMAIN IN HALL. DO NOT TAKE THEM OUTSIDE.**

Pick up tables to move them, Do not drag across floor.

Confetti, rice or birdseed IS NOT ALLOWED

Please **DO NOT USE KITCHEN TOWELS TO CLEAN-UP SPILLS.**

Monitor's Use Only	Function Date _____
Extra Cleaning Charges \$ _____ Reason _____	
Damage Charges \$ _____ Reason _____	
Use back of form for more complete explanation of reason for charges	
Monitor's Signature: _____	
Even Sponsor Signature: _____	
Date (s) _____	