

## Clean-Up Checklist for Parish, Ministry, and School Hall/Kitchen Usage

The Hall will be left in the same condition as at the time of arrival. The maintenance staff are not available to clean up after parish/ministry/school events. All necessary cleaning equipment is readily available in the Kitchen. At the end of your meeting/event, the leader/signee is responsible for ensuring that all tasks on this checklist are completed. Upon completion, sign and date this form and return it to the drop-box in the Kitchen.

If any area within the Hall or immediately surrounding the Hall requires extra cleaning, an extraordinary cleaning fee will be charged/deducted from the deposit.

- **Clean Tables:** Sanitizing spray and cleaning rags can be found in the Kitchen
- **Sweep Floors:** Dustmop, broom, and dustpan can be found in the Kitchen. If a mop is needed for spills, it can be found in the utility closet to the left of the Kitchen door.
- **Remove Garbage:** Collect all trash and take trash bags to the dumpster. The dumpster can be found across the soccer field inside the white fenced enclosure.
- **Straighten Chairs:** There should be eight (8) chairs per table, they should be neatly arranged around the tables, as you found them.
- **Secure Coffee Caddy:** Stow all coffee paraphernalia neatly in the cabinet. Dispose of coffee grounds. Rinse carafes and coffee filter basket. Return carafes to kitchen cabinet. Wipe surfaces.
- **Clean Kitchen:** Sanitize kitchen surfaces. If the griddle was used, it must be cleaned appropriately.
- **Do Dishes:** Any used dishes, cutlery, pans, cooking utensils, etc. must be washed, dried, and put away.
- **Check Bathrooms:** After every meeting/event, check the bathroom stalls and notify the maintenance staff immediately of any issues.
- **Secure Doors:** Make sure all exterior doors are locked prior to leaving.

### Notes

- Do not drag chairs or tables, this damages the floors.
- Do not use A/V equipment without prior clearance from the IOP office, do not rearrange cables.
- For technical support call (910) 238-0109

Sign/Date: \_\_\_\_\_

Thank you for practicing good stewardship of our shared spaces!

Questions? Contact Jenna Dewkett at [iop.marketingcoordinator@gmail.com](mailto:iop.marketingcoordinator@gmail.com)