

Kitchen Cleanup Checklist

First Presbyterian Church

Event Coordinator _____

Phone Number _____

Event Date _____

Please Initial

Clean and wipe down counter tops _____

Wipe down the stove _____

Clean out the sink _____

Put away all items used _____

**Please remove or store ALL food for the event.
Label and date anything left.
(Food left longer than 3 days will be thrown away.)** _____

Wipe down cart (if used) _____

Place laundry in the basket _____

Empty trash _____

**Check outside doors into Swetenburg Hall
to be sure they are locked** _____

Signature _____

**Please return complete checklist to Debbie Holcombe in the Church Office.
Thank you!**