

Church of All Saints

Take-Down Crew Cleaning Checklist

This Cleaning Checklist should be used by the take-down crew.

Kitchen

- ☐ Collect, scrape, and wash all dishes/silverware used (glasses should ALWAYS be collected last)
- ☐ Hand-dry wet dishes before putting them away in the correct places, and all kitchen items that were used
- ☐ Do not leave water, ice, food, or dishes in the sinks.
- ☐ Empty trash cans and replace liners. Put trash bags in the dumpster. Liners are in the top far left drawer near the door to the Parish Hall.

Bathrooms

- ☐ Pick up anything that is on the floor and wipe down the countertops
- ☐ Replace toilet paper, if needed
- ☐ Take out the trash
- ☐ Sweep and mop the floors

Linens

- ☐ Take off all the linens on the table and put them into black and yellow bins (in the storage closet). **Like linens should be kept with like linens. For example, all-round linens should go in one box, rectangular linens in another, and chair covers in a different box.** This helps the cleaners keep everything organized for the next event.
- ☐ Put all of the linens in Classroom 5.

Parish Hall

- ☐ Return tables and chairs to the correct arrangement (4 rectangular tables against the wall next to the kitchen window and 12 round tables with 6 chairs to a table on each side of the divider)
- ☐ Return anything taken out of the hall or kitchen to its proper place

- ☐ Empty kitchen and hall trash cans, replace liners, and put trash in the dumpster (by the garage). Liners are in the top far left drawer near the door to the Parish Hall.