

# **ZION BAPTIST CHURCH FAMILY LIFE CENTER**

## **Cleanup Instructions ~ Check List**

**Rules apply to everyone!**

- 1. Do not leave food in refrigerator or kitchen.**
- ☐ 2. Wash all kitchen utensils, dishes, and/or pots that were used, and return to proper place. Pantry shelves and drawers have been labeled.
- ☐ 3. Make sure the stove, oven, warmer, etc. are turned off.
- ☐ 4. Wash tables and return to storage room. (Tables need to be washed even if tablecloths were used.) If highchairs were used, please clean before returning to storage room.
- ☐ 5. If you have removed tables or chairs from the small dining room or any classroom, please return to the proper place.
- ☐ 6. Wipe up all spills in the kitchen, small dining room or gym.
- ☐ 7. Place used towels and dishcloths in the gray bin under the handwashing sink.
- ☐ 8. Empty trash can, tie up, and take to the dumpster located by the bus garage.
- ☐ 9. Check restrooms to make sure water is turned off.
- ☐ 10. Turn off lights in the gym, small dining room, kitchen, halls and restroom.

I have cleaned the kitchen/ gym according to the above rules. (Please sign this form and leave it on the kitchen counter.)

Responsible Person's Signature \_\_\_\_\_ Date \_\_\_\_\_