
ZION BAPTIST CHURCH FELLOWSHIP BUILDING

CLEANUP INSTRUCTIONS CHECKLIST – Rules Apply to Everyone

- _____ 1. Wash all kitchen utensils, dishes, and/or pots that were used and return to its original location.
- _____ 2. If dishwasher is used, it must be emptied and all items returned to their original location.
- _____ 3. No food or condiments may be left in the refrigerator, freezer, oven, pantry, or kitchen.
- _____ 4. Make sure the oven and all burners are OFF.
- _____ 5. Wipe the stove clean, report any oven spills to the FB Hostess.
- _____ 6. Sweep and mop all spills. Brooms and mops are located in the pantry.
- _____ 7. Remove all trash from the building (inside and outside). For the convenience of removal a dumpster is located across the street adjacent to the bus garage.
- _____ 8. A container is provided in the pantry area to place dirty dish cloths and drying towels in. Do not leave any soiled and/or wet cloths on the sink or elsewhere.
- _____ 9. All furnishings must be returned to their original location. Tables and chairs may be moved and set up according to the renter's needs. Other furnishings may not be moved unless discussed with and approved by the Hostess. The Piano is NOT to be moved for any reason.
- _____ 10. A vacuum cleaner is provided in the table closet. Please vacuum the parlor and return the machine to the table closet.
- _____ 11. All tables must be washed, even if cloths are used.
- _____ 12. The coffee pot must be emptied, rinsed out thoroughly, and dried on the inside. Coffee, sugar, artificial sweetener packets, and powdered cream are provided. Other condiments and coffee of the renter's choice may be used. Please use the coffee filters for the machines as marked.
- _____ 13. Filled salt and pepper shakers are provided and located in the pantry in a marked container. Please wipe off after each use, return to the container, and seal.
- _____ 14. Check the bathrooms for trash pickup and general clean up.
- _____ 15. NEVER use any cleaning products NOT provided by the facility. The Hostess will go over these with you. Call the Hostess 30 minutes prior to departure. Make sure all lights are OFF and the building is locked.

Make sure the check list is completed, signed, and left for the Hostess to pick up. This will ensure that your deposit is returned.

Responsible Person _____ Date _____

Hostess _____ Date _____