

Kitchen/Dining Room Checklist

All groups (outside groups and church groups) need to use this list for cleaning the Kitchen before leaving. Please be sure to note the condition in which you found it, sign and date it then leave it in the folder on the whiteboard. If you prefer to fill this form out electronically please go to www.uunashua.org/members/forms/kitchenchecklist

Check off each item to ensure it is done:

- Pick up large chunks of food/garbage off the floor and rough sweep
- Mop up any spills on the floor(s)
- Wipe down all tables and counters
- Wash and put away used mugs, glasses, dishes, pots, pans, serving dishes, utensils
- Clean sinks and stove of any food/debris
- Spray all tables and counters with the sanitizer located by the sink
- Please be conscious of any trash container that has food garbage to ensure you empty it including those in the dishwashing area.
- Empty all trash containers into the dumpster (located in Grove Street Lot). Use shopping cart to transport large black barrel to dumpster.
- Reline all trash containers, as needed
- Return extra tables and chairs to storage areas
- Take all leftover food with you unless donating it to the church (see rules about donating food on the refrigerator)
- Close any windows opened (including storm screen if it was down when you opened it)
- Turn off lights, heat, fans, etc
- Lock all doors

Comments/Observations:

Signature and group

Date

Food/Beverage Donation Guidelines

If you have leftover food/beverages from your event that you would like to donate to the church for future use, please follow the list below to make sure your donation will be used.

- All donated food/beverage must have a donation label filled out and attached to each donated item's container.
- Donation labels are located on the front of the refrigerator.
- Used dips (hummus, chip dip, cream cheese etc) **cannot be left**. Take it with you or throw it away.
- Donated items that require refrigeration must be left on the designated coffee hour Shelf and covered with plastic wrap
- Donated items not requiring refrigeration must be left on the counter to the right of the microwave.
- Alcohol **must be removed**.
- Pitchers of beverages **cannot be left**. Liquid must be drained and pitcher cleaned.
- Carafes of cream/half and half, must be drained and carafes cleaned. **These cannot be left**.
- All food donations not in original packaging or with a lid must be wrapped with clear plastic wrap found on counter closest to stove.

If you are in doubt about an item please take it with you.