After Use Check List

Complete this check list only for your areas of use. Make notes on back. Sign and return with key. Facilities must be left in as good or better condition than you found them.

**General Use**

[ ]  Verify all windows and outside doors are locked.

[ ]  Floors broom clean, equipment returned to storage, furniture returned as found

[ ]  Community Hall: Ventilators are off.

[ ]  Event trash and supplies removed

[ ]  Lights are off and heat is turned down. (CH: 62°)

**Kitchen and Food Serving Areas**

[ ]  All equipment used is clean, washed and sanitized. Anything you plugged in is unplugged.

[ ]  Dishes are washed, sanitized and returned to storage as they were found.

[ ]  Dishwasher is emptied and turned off.

[ ]  All tables, sinks, and counters are cleaned, washed and sanitized as posted.

[ ]  Table and chairs are folded, arranged, stacked and stored as they were found.

[ ]  Floors are broom clean.

[ ]  Hood over stove is off.

[ ]  Jacobs Road: Steamer and dishwasher doors are open.

[ ]  All food and supplies are removed from premises.

[ ]  All waste is removed from premises.

[ ]  Windows and outside doors are locked.

[ ]  Lights are off

**Bathrooms**

[ ]  Toilets flushed.

[ ]  Trash removed.

[ ]  Lights are off

Signed Date