

After Use Checklist

General Use

- Verify all windows and outside doors are locked.
- Floors broom clean, equipment returned to storage, furniture returned as found.
- Event trash and supplies removed (no food or trash is left in the building).
- Lights are off and heat is turned down. (CH Thermostat located in Library: 65°).

Kitchen and Food Serving Areas

- All equipment used is clean, washed and sanitized.
- Anything plugged in is unplugged.
- Dishes are washed and returned to storage as they were found.
- Dishwasher is emptied and turned off.
- All tables, sinks, and counters are cleaned and washed.
- Table and chairs are stacked and stored as they were found.
- Floors are broom clean.
- Hood over stove is off.
- Propane valve on stove is in the Off position.
- All food and supplies are removed from premises.
- All waste is removed from premises (No food trash left inside the building).
- Windows and outside doors are locked.
- Lights are off

Bathrooms

- Toilets flushed.
- Trash removed (No food trash left inside the building).
- All messes have been cleaned and sanitized.