



Holy Spirit Facilities Use Checklist

To Be Returned to the Office Upon Completion (immediately after event)

Completed by: _____

	<i>Floors swept and damp mopped</i>
	<i>Carpet areas vacuumed</i>
	<i>Tables & Chairs wiped down</i>
	<i>Tables & Chairs returned to original location</i>
	<i>Trash removed to dumpsters</i>
	<i>Bathrooms checked</i>
	<i>Coffee maker(s) off</i>
	<i>Urns washed and returned to proper place</i>
	<i>Silverware / plates / glasses, etc. washed and returned to proper places</i>
	<i>Plasticware, napkins, cups, etc. returned to kitchen containers</i>
	<i>All equipment put away (toasters, pots, pans, trays, etc)</i>
	<i>Steam table unplugged and water drained</i>
	<i>Ovens off - pilot lights lit</i>
	<i>Dirty linens taken home for washing</i>
	<i>Dishwasher off / Sink and sink area cleaned and cleared</i>
	<i>Exhaust fans off</i>
	<i>Doors locked / gate secured</i>
	<i>Fryers emptied and cleaned</i>
	<i>Margarine returned to proper refrigerator</i>
	<i>"Baskets" emptied and product placed in proper locations</i>