**Checklist for Kitchen**

 **Mt. Carmel Baptist Church**

* Turn off all lights before leaving the building
* Check to be sure all doors are closed completely and locked
* Clean all stove surfaces and oven
* Turn off all stove knobs before leaving the kitchen (stove is powered by gas)
* Clean all tables tops and put chairs under tables in Fellowship Hall area
* Sweep and leave kitchen floor clean
* Sweep floor in Fellowship Hall of food and remove any paper products on floor
* Clean and put away all items that are used that belong to the kitchen
* Empty trash cans and replace with clean trash can liners, and take trash outside
* Clean sink, wash and hang dish towels on sides of the sink
* Check restrooms before leaving building for running water in toilets or sinks
* Individuals using the kitchen for non-church event will provide their own paper products: cups for coffee/drinks, napkins, plates, bowls, platters, plastic forks, spoons and knives
* Remember to take all left over items with you that were not used for your event after you clean the kitchen
* Check to be sure that the fridge door is closed completely before you leave the kitchen
* Leave everything tidy, clean and in order in kitchen and fellowship hall after an event
* Suggested temperature list below: (for church personnel on duty with keys)

 **Unoccupied Rooms**

Winter: 68 degrees Summer: 80 degrees

 **Occupied Rooms**

 Winter: 65 degrees Summer: 77 degrees

 Please follow the checklist items above. Thanks Very Much!

 Respectfully Submitted by the Trustee Board, July 27, 2010