

LEAVE THE KITCHEN CLEANER THAN YOU FOUND IT!

KITCHEN CLEANING CHECKLIST

FUNCTION: _____

DATE: _____

RESPONSIBLE PARTY: _____

(NOTE: MUST BE PRESENT AT START AND FINISH OF EVENT)

1. **REFRIGERATOR** – Please refer to checklist posted on the refrigerator

Initials

2. **WIPE DOWN & SANITIZE ALL COUNTER TOPS** – Including the ones that you didn't use.

Initials

3. **SWEEP & MOP FLOORS** – All supplies are located in the kitchen

Initials

4. **WASH & SANITIZE ALL UTENSILS USED**

Initials

5. **REMOVE ALL & ANY LEFT OVER FOOD** – No food or drinks should be left behind

Initials

6. **PUT ALL TRASH IN THE DUMPSTER** – Dumpster located at the end of the parking lot

Initials

7. **EMPTY ALL COOLERS (IF USED)** – Make sure to empty all coolers & prop lids open so they can air dry.

Initials

8. **TURN LIGHTS OFF**

Initials

9. **SHUT KITCHEN DOOR**

Initials

Signature: _____