

Bethany Lutheran Cleaning Check List

This form must be filled out and signed after event and left on kitchen counter.

Large Hall and Kitchen

Please check box when done

All tables and chairs have been returned to original layout.	
All tables and chairs have been cleaned .	
Women's Bathroom: clean, trash removed and lights off.	
Men's Bathroom: clean, trash removed and lights off.	
Nursery is straightened up, vacuumed and all toys are put away (if children were allowed to use).	
All countertops have been cleaned .	
Stoves are turned off and cleaned.	
Any food brought in has been removed from the refrigerators. Items left will be discarded.	
All dishes and any kitchen items used are washed, put away and sinks are clean. (crock pots and roasters are put back in the furnace/storage room)	
Kitchen floor has been swept and any spills cleaned up. (broom & mop are in the janitors closet between the bathrooms)	
All trash has been taken with you, and a new liner has been put in each wastebasket. (liners are located in the janitors closet)	
Carpet vacuumed. (vacuum can be found in the furnace/storage room)	
Any windows opened have been closed and locked.	
All lights and ceiling fans have been turned off.	
All tables in the entryway have been checked and are still arranged correctly. *Please do not remove any items from the tables or walls unless you have discussed doing this with the Administrative Assistant or Pastor ahead of time.	
All outside entry doors have been checked to be certain they are closed and locked. If you are not a member of Bethany please leave key with this form and	

***BETHANY LUTHERAN reserves the right to charge for any items not cleaned properly and deny the use of the building for any future requests.**

Signature: _____

Date: _____