



ROWLAND EDUCATION BUILDING (PARISH HALL/GYM) KITCHEN EVENT EXIT CHECKLIST

Event Name: _____

Date: _____

Instructions:

Please initial each item upon completion. *Please note that all items must be returned to their original condition after use. If items are not restored accordingly, the \$250.00 refundable deposit will be applied to cover any necessary repairs, replacement, or cleaning.*

Kitchen & Food Service

- _____ Food items removed, including all refrigerated and frozen items.
- _____ Dishes rinsed thoroughly before loading into the dishwasher.
- _____ Cookware and serving ware washed, dried, and returned to storage areas (no air drying).
- _____ China dried and returned to the china closet.
- _____ Glassware washed, dried, and returned to storage.
- _____ Flatware rinsed, dried, and stored in boxes with lids left slightly ajar to prevent condensation buildup.
- _____ Water emptied from the warming oven, hot serving line, dishwasher, and sinks.
- _____ Dishwasher filter emptied and rinsed.
- _____ Cleaning cycle run through coffee machines.

Cleaning & Sanitation

- _____ Countertops, sinks (including the rinse sink next to the dishwasher), faucets, backsplashes, and worktables cleaned.
- _____ Ovens wiped down thoroughly, inside and out, using an appropriate cleaner.

Trash & Laundry & Lines (if Applicable)

- _____ All trash bagged, tied, and taken to the outside trash bin.
- _____ Dirty towels placed in the "DIRTY" tub in the corner.
- _____ Linens bagged for cleaners; clean linens folded and stored.

Floors & Final Area Check

- _____ Kitchen and vestibule floors swept.
- _____ Final walkthrough completed to ensure kitchen and serving areas are clean and orderly.

Comments / Concerns:

Signature of Responsible Party: _____

Printed Name: _____ Date _____