

**SANTA TERESA CHURCH  
FACILITIES PROCEDURES CHECKLIST**

Group Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Person Responsible for Orientation, Clean-up & Check out: \_\_\_\_\_

Cell phone \_\_\_\_\_ email \_\_\_\_\_

Item	Covered at Orientation	Item Completed
1. 15 round tables with 120 chairs (8/table), around the tables.		
2. Clean countertops, sinks, any appliances used, etc., with appropriate cleaner. All spills have been wiped up in freezer, refrigerator, stove, ovens, and microwaves. Store each item in its proper place. <b>The countertops should be cleared with nothing left on top.</b>		
3. Ovens and stove are turned off.		
4. Warmer is wiped clean of any spills or debris, empty of any pans, and SHUT OFF.		
5. Coffee pots have been emptied, cleaned, and SHUT OFF.		
6. All spills on tables and chairs are cleaned.		
7. Do not leave any food materials in the kitchen. Take out what you brought in with you.		
8. Sweep and wet mop the floors ensuring all spills are cleaned up. All toilets cleaned with designated cleaner and mirrors and floors swept and mopped with designated cleanser.		
9. Turn off microphone system and projector if used.		
10. Empty trash into the container outside the kitchen. Replace kitchen and hall trashcan liners.		
11. Make sure all restrooms are picked up. Report needed cleaning.		
12. All windows are closed and locked.		
13. Turn off the kitchen and hall lights.		
14. Ensure the facility is locked up.		
15. Written notice of damage or any needed repairs to Hall Coordinator (w/i 24 hours. Document with photos)		

**TO GET CLEANING DEPOSIT BACK, THESE MUST BE DONE**

Key Check Out Date: \_\_\_\_\_

Initial: \_\_\_\_\_

Key Return Date: \_\_\_\_\_

Initial: \_\_\_\_\_