

Guidelines for Use of St. Michael's Facilities

- Kitchen
- Dining Area/Supply Storage Room
- Conference Room
- Church & Basement/Elevator/Parish Center Entryway
- 3 Restrooms

KITCHEN
Thermostat set back to original setting (if you adjusted it)
All Dishes/Utensils washed, dried and returned to their proper place
Coffee Pots & Lids tipped upside down on dish towel to dry (if used)
Wash all countertops with clean soapy water, wiped with clean clear water, dried with paper towels or dry dish towel
Clean All Sinks/Stoves/Ovens/Microwave/Griddle (if used)
Sweep Kitchen Floor
Take Trash to the Dumpster and place new trash bags in Trash Cans
Take Home to Wash and Dry dirty/wet wash clothes and towels
Ovens/Refrigerator/Freezer emptied
All Faucets, Lights, and Knobs on the Stoves and Ovens turned OFF
Clean coffee maker(s) and return to its proper place
Kitchen Door Locked
Make sure all dishes and silverware are removed from the dishwasher (if used) and returned to their proper place
Return Trash Cans to their proper place
DINING AREA
Thermostat set back to original setting (if you adjusted it)
If ceiling fans speed was adjusted return to low-speed setting (unless there are balloons caught in the fans)
Turn Radio/CD Player & TV OFF (if used)
Place Microphone on the Piano in the Conference Room (if used)
Return White Vases w/Red Roses to the cupboard in the Conference Room (if used)
Return Tables and Chairs to their original area
Wash All Tables and Chairs with clean soapy water - Be sure All Chairs are clean from debris
Wash all countertops with clean soapy water, (stainless steel counter tops) wiped with clean clear water, dried with paper towels or dry dish towel
Clean Sink and Coffee Maker (if used)
All Faucets and Lights turned OFF
All Windows closed and locked
No loose sprinkled decorations allowed on the tables like: confetti, glitter, beads, gems, buttons, etc.
CONFERENCE ROOM
Thermostat set back to original setting (if you adjusted it)
Return Tables and Chairs to their original area
Wash All Tables and Chairs with clean soapy water - Be sure All Chairs are clean from debris
Return White Vases w/Red Roses to the cupboard in the Conference Room (if used)
Clean Sink and Coffee Pot/Maker (if used)
Take Trash to the Dumpster and place new trash bags in Trash Can
All Faucets and Lights turned OFF
All Windows closed and locked
CHURCH & BASEMENT/ELEVATOR/PARISH CENTER ENTRYWAY
All Windows closed and locked
All Lights turned OFF
All Doors closed
3 RESTROOMS
All Toilets and Urinals flushed clean
All Faucets turned OFF

Guidelines for Use of the Church & Parish Center

(Kitchen)

Questions or Concerns

Please Contact:

Ron Kahl (320)360-0986

Kathy Kahl (320)224-1787

1. **NO** children should be allowed in the supply/storage room
2. Do **NOT** make any adjustments to the water heater or water softener—contact Ron or Kathy Kahl
3. Do **NOT** attempt to light the stoves, ovens and/or griddle—contact Ron or Kathy Kahl
4. You **MAY** adjust the room temperature on the thermostat and upon leaving set the thermostat back to the original setting
5. Do **NOT** plug multiple appliances into one outlet (*if you do blow a circuit, the breaker box is located in the supply/storage room on the west wall*)
6. Do **NOT** use St. Michael's Church, Christian Women and/or the Buckman Area Lions Club supplies that are kept in the supply/storage room
7. Do **NOT** pour grease down the drains
8. Do **NOT** **tamper with or remove** air fresheners
9. Utensils, pots, pans, bowls, glasses, cups, silverware, etc. should be **washed/dried** and **returned** to their proper place—coffee serving pots & lids should be tipped upside down on a dish towel on the counter to let dry
10. Make sure all dishes and silverware are removed from the dishwasher (if used) and returned to their proper place
11. **Wash ALL** counters with clean soapy water, wipe again using clean clear water, then dry using paper towels or clean dry dish towel
12. **Clean ALL** sinks
13. Clean **ALL** stoves/ovens/microwave, coffee maker(s) if used (***Please be sure stoves/ovens/coffee maker(s) are cooled before cleaning***)
14. **Clean** griddle, if used (*supplies in box under the microwave and cleaning directions are located on the wall behind griddle*)
(***Please be careful not to burn yourself on the griddle or steam when cleaning***)
The griddle can be cleaned when it is completely cooled
15. **Sweep** the kitchen floor
16. **Take** trash to the **dumpster** and place new trash bags in trash cans
17. Do **NOT** place trash can lids on the countertops
18. **Take home** to **wash and dry** the dirty/wet wash cloths and towels that were used and **return** to the kitchen as soon as possible
19. Upon leaving be sure:
 - Ovens/refrigerators/freezer are **emptied**
 - **ALL** faucets, lights and knobs on the stoves and ovens are turned **off**
 - Kitchen door is **locked**
20. Please do **NOT** transport food through the Parish Center Entryway. Please use the **Back Kitchen Door** when transporting food.

Guidelines for Use of the Church & Parish Center

(Dining Area - Supply/Storage Room)

1. Please use **Blue Painter's Tape** when taping items to the walls.
(Blue Painter's Tape can be found in drawers in the kitchen and conference room)
2. **NO loose sprinkled decorations** allowed on the tables like: confetti, glitter, beads, gems, buttons, etc.
3. **NO children** should be in the supply/storage room
4. Do **NOT** make any adjustments to the hot water heater or water softener—contact Ron or Kathy Kahl
5. You **MAY** adjust the room temperature on the thermostats and upon leaving set the thermostat back to the original setting
6. You **MAY** adjust the ceiling fans
7. If you are using helium balloons be sure that they are fastened securely and if balloons let loose **PLEASE TURN THE CEILING FANS OFF**
(dial located by the east entrance in the dining area) and do **NOT** attempt to retrieve the balloon(s)
8. Do **NOT** plug multiple appliances into one outlet *(if you do blow a circuit, the breaker box is located in the supply/storage room on the west wall)*
9. Do **NOT** pour grease down the drain
10. Do **NOT** use St. Michael's Church, Christian Women and/or the Buckman Area Lions Club supplies kept in the supply/storage room
11. You **MAY** use the radio/cd player located in the supply/storage room also the TV in the dining area. The remote is located on the shelf below the TV
*(If something is going on in church be sure that the sound is **NOT** being piped into the parish center entryway, church or church basement).*
If you use the radio/cd player/TV please be sure to turn off when done using.
12. You **MAY** request a microphone from Ron or Kathy Kahl
13. Do **NOT tamper with, use or remove decorations** on display *(white vases w/red roses available for use, located in cupboard in the Conference Room)*
14. Do **NOT tamper with or remove air fresheners**
15. You **MAY** rearrange tables and chairs but do **NOT** drag tables across the floor, please **LIFT tables** off the floor to move and when finished please **put back** where they belong
16. Wash **ALL** the tables with **clean soapy water** and be sure **ALL chairs** are **wiped off** and **washed clean**
17. You do **NOT** need to sweep the dining area floor – the Custodian will do this
18. **Clean** the sink and wash the counters
19. **Clean** the coffee maker, if used *(directions on wall beside the coffee maker)*
(When cleaning PLEASE be careful not to burn yourself on the coffee maker/coffee/water/steam)
20. Upon leaving **turn off** the lights make sure **ALL windows** are **closed** and **locked**, be sure the faucet is **turned off**, and set the thermostats back to original setting

Questions or Concerns

Please Contact:

Ron Kahl (320)360-0986

Kathy Kahl (320)224-1787

Guidelines for Use of the Church & Parish Center **(Conference Room)**

1. Please use **Blue Painter's Tape** when taping items to the walls.
(Blue Painter's Tape can be found in drawers in the kitchen and conference room)
2. You **MAY** adjust the room temperature on the thermostat and upon leaving set the thermostat back to the original setting
3. You **MAY rearrange/add** tables and chairs and when finished please **put back** where they were
4. Do **NOT** use St. Michael's Church or Christian Women quilting supplies that are kept in the supply closet or cupboards
5. You **MAY** use the fake red roses in vases located in the cupboards
6. Do **NOT use or tamper with** the rolling office chairs
7. Do **NOT disturb or tamper with** quilts and/or quilt frames
8. Do **NOT** pour grease down the drain
9. Do **NOT tamper with or remove** air fresheners
10. Do **NOT tamper with or remove** the dehumidifier
11. Do **NOT tamper with, use or remove** the decorations that are on display
12. **Clean** sink and coffee pot, if used (***Please be careful not to burn yourself on coffee/water/pot***)
13. Wash **ALL** the tables with **clean soapy water** and be sure **ALL** chairs are **wiped off** and **washed clean**
14. **Take** trash out to the **dumpster** and place new trash bag in trash can (*trash bags located in the cupboard*)
15. Upon leaving **close** and **lock** both windows, be sure the faucet is turned **off**, turn **off** the lights and set the thermostat back to original setting

** Custodian will vacuum the carpet in the Conference Room

Questions or Concerns

Please Contact:

Ron Kahl (320)360-0986

Kathy Kahl (320)224-1787

Guidelines for Use of the Church & Parish Center
(Church & Basement/Elevator/Parish Center Entryway)

1. No **child** should be playing with or in the elevator
2. No **child** should be riding the elevator without adult supervision
3. No **child** should be in the church without adult supervision
4. No **child** should be in the church basement without adult supervision
5. **Nobody** should be in the church basement unless they are getting more chairs and tables
6. Please do **NOT** transport food through the Parish Center Entryway. Please use the **Back Kitchen Door** when transporting food.
7. Do **NOT tamper with, use or remove** decorations on display in the church and/or parish center entryway
8. Do **NOT tamper with or remove** air fresheners
9. Upon leaving be sure the lights are **turned off** (the light above the water fountains stays on)

Questions or Concerns

Please Contact:

Ron Kahl (320)360-0986

Kathy Kahl (320)224-1787

Guidelines for Use of the Church & Parish Center

(3 Restrooms)

1. Do **NOT tamper with or remove** rolls of toilet paper, soap dispensers, paper towel dispensers, or air fresheners, etc.
2. Do **NOT tamper with, use or remove** the decorations/quilts that are on display
3. Upon leaving be sure **ALL** toilets/urinals have been flushed clean and **ALL** faucets turned off
4. Do **NOT** turn off the lights in the restrooms

** Custodian will remove the trash, sweep and scrub the floors

Questions or Concerns

Please Contact:

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