

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. **STORING LEFT OVER FOOD** – Any food left over from CDD kitchen activities, including the cookout, shall be properly stored after each event. CDD food shall be rotated and disposed of as required.
_____ Initials
7. **PUT ALL TRASH IN THE DUMPSTER** – Dumpster located at the end of the parking lot
_____ Initials
8. **EMPTY ALL COOLERS (IF USED)** – Make sure to empty all coolers & prop lids open so they can air dry.
_____ Initials
9. **TURN LIGHTS OFF**
_____ Initials
10. **SHUT KITCHEN DOOR**
_____ Initials

Responsible Party Signature: _____

Office Staff Signature: _____