

Pavilion Clean up Instructions

6:15pm

Dinner ends/Programs & Clean up Begins

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|--------------------------|---|
| <input type="checkbox"/> | Turn off and Return Warmer to kitchen |
| <input type="checkbox"/> | Wash coffee pots |
| <input type="checkbox"/> | Wash Tea Machine |
| <input type="checkbox"/> | Return drink containers and Coffee Urns and clean |
| <input type="checkbox"/> | Return lunch trays and wash |
| <input type="checkbox"/> | Collect salt/pepper shakers and return |
| <input type="checkbox"/> | put dessert table and drink tables back into closet |
| <input type="checkbox"/> | put money table back into closet |
| <input type="checkbox"/> | sweep floor |
| <input type="checkbox"/> | mop kitchen (Pavilion) floor |
| <input type="checkbox"/> | clean counter tops |
| <input type="checkbox"/> | Return leftover paper products to shelves in Church Kitchen |

(Everything that was brought over from the Church Kitchen
should be returned to its proper place)

Clean Kitchen from Food Preparation (see Kitchen Cleaning Checklist)

***Please return this form along with Reservation List, Kitchen Cleaning
list, and money sheet