**PARISH LIFE CENTER MINISTRY CHECKLIST**

**Name of Ministry\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chairperson \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alternate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**All boxes must be checked where applicable**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Before**  **Event** | **After**  **Event** | **Comments** |
| **Condition of PLC and Kitchen** |  |  |  |
|  |  |  |  |
| **All surfaces including inside of all cooking appliances cleaned & sanitized** |  |  |  |
|  |  |  |  |
| **All oven racks removed, sanitized, and**  **returned to their proper places** |  |  |  |
|  |  |  |  |
| **All shelves wiped clean** |  |  |  |
|  |  |  |  |
| **All drains cleaned including dishwasher** |  |  |  |
|  |  |  |  |
| **All sinks cleaned, scrubbed, wiped down**  **and dried** |  |  |  |
|  |  |  |  |
| **Coffee brewing baskets emptied, washed, rinsed & turned upside down to dry (per the SOP)** |  |  |  |
|  |  |  |  |
| **Deep Fryer cleaned (see SOP)** |  |  |  |
|  |  |  |  |
| **All floors swept & kitchen also mopped, bucket & mop cleaned** |  |  |  |
|  |  |  |  |
| **Tables and chairs cleaned** |  |  |  |
| **Close blinds** |  |  |  |
|  |  |  |  |
| **Used rags removed, laundered and returned** |  |  |  |
| **Trash receptacles emptied, relined & all trash placed in dumpster** |  |  |  |
|  |  |  |  |
| **Check for forgotten belongings** |  |  |  |
| **Check rest rooms and refrigeration**  **temperatures** |  |  |  |
| **Turn off all lights in all areas** |  |  |  |
|  |  |  |  |
| **Lock all doors** |  |  |  |

**Please sign and return to Parish Office by the end of the next business day after the event.**

**Signature Chair Person/Alternate**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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