

# HOLY CROSS PARISH CENTER CLEANUP CHECK LIST

## Check off as completed

## Verified by our janitorial staff

- |   |                          |
|---|--------------------------|
| <input type="checkbox"/> Flush All Toilets  | <input type="checkbox"/> |
| <input type="checkbox"/> Mop up spills on the floor   | <input type="checkbox"/> |
| <input type="checkbox"/> Sweep ALL floors with large soft sweep broom<br><b><u>(includes dining room, kitchen and restrooms)</u></b>  | <input type="checkbox"/> |
| <input type="checkbox"/> Collect trash, cans, cups, cigarette butts, etc. on parish grounds.  | <input type="checkbox"/> |
| <input type="checkbox"/> Collect all trash from all containers, tie them, and put in the dumpster. (Includes trash in restrooms). <b><u>Any boxes must be broke down before placing in the dumpster.</u></b><br>Any trash with liquor containers must be removed the day of rental.   | <input type="checkbox"/> |
| <input type="checkbox"/> Clean out refrigerators and cooler, wipe any spills  | <input type="checkbox"/> |
| <input type="checkbox"/> Wash & clean burners, stoves & microwave (if used)<br>Directions to light large stove in cabinet, left of stove.   | <input type="checkbox"/> |
| <input type="checkbox"/> Wipe down all tables & chairs used. Dry tables before returning them to the racks in the storage room (buckets are located under sink on island)   | <input type="checkbox"/> |
| <input type="checkbox"/> Clean & return all used items to its proper place  | <input type="checkbox"/> |
| <input type="checkbox"/> You are to take home soiled towels. Wash, dry & fold the towels. Return them the following Sunday on the bench in the back of church. Our staff will return them to the Parish Center.<br>( <u>Weddings Only</u> -Place any soiled kitchen towels in the bucket in the kitchen, this is included in rental fees) | <input type="checkbox"/> |
| <input type="checkbox"/> Turn off all lights  | <input type="checkbox"/> |
| <input type="checkbox"/> Lock doors and return keys to the lock box.  | <input type="checkbox"/> |

**\*\*Please note:** A First Aid Kit is in the kitchen cabinet, marked with the AED Decal.

**List on back of this form any items that need attention, i.e., broken table leg, broken chair, etc.**

**Contact #'s:** Martha's cell 217-663-8275, Herb's cell 217-663-8278

### **PLEASE LEAVE THE PARISH CENTER AS YOU FIND IT**

Leave this paper on the bar area, so that our janitorial staff can verify that all the tasks have been completed.

Have a wonderful event.

Updated July 2021