

RVCC Family Life Center Kitchen Use Checklist

Please use this checklist to verify that the kitchen facilities are returned to their proper order. Check-off each item, sign, and leave on center counter.

- Cabinets, counter tops, sinks, stoves, and all appliances cleared and cleaned.
- All dishes, pots and pans, utensils, coffee pots, and portable appliances have been cleaned and put in its assigned location and the ovens are empty.
- If the dishwasher has been loaded: it has been started.
- No appliances (other than refrigerators) are on.
- With possible exceptions made for on-going or frequently recurring activities (please see coordinator), no open foods are left - even if refrigerated. (Condiments are excepted)
- Unopened food has been placed in designated areas for particular groups and has not been left on the counters or in the refrigerators.
- No food items out of the cabinets reserved for other groups have been used without the express consent of the director of that group.
- The kitchen floor has been swept and if needed, mopped.
- Any used dish towels have been removed and will be washed and returned.
- All trash has been removed and new trash bags placed in receptacles.
- The Head Trustee, church coordinator, or the senior pastor (contacts posted in kitchen) have been notified of any problems with the equipment, appliances, or electric.
- Children and teens were supervised by an adult.
- The thermostat has been set to 85 (if summer) or 60 (if winter) and the lights turned off.
- The state of the kitchen has been compared to the photos.
- The pass-through window and the kitchen door must be closed and locked.

I have completed the checklist and believe all facilities have been returned to proper order.

Date: ____/____/____ Signed: _____