

CHECK-OFF USER FORM FOR ST. FELICITAS FACILITIES

(Nov.1, 2011)

Group Name _____	Event Date: _____	Start Time: _____	End time _____
Name of Chairperson _____	Chairperson's Cell # _____		

Event chairperson will review and sign check-off user form before and after each event

(Return completed form at the end of the event to parish office mail slot.)

(GENERAL RULES)

	Notes/ Check in	Notes/ Check out
Adhere to time allotments		
Children must be supervised at all times and are not to play on patio, in parking lot or on stage.		
No tape of any kind is to be used on the walls or floors of any of the facilities.		
Users are required to bring all cleaning supplies and trash bags except mops and brooms.		
Remove all garbage sealed in plastic bags to the outside of the building.		
No parish equipment is to leave the premises		
Remove all personal items left by attendees.		
Sweep floor and wipe up any spills from floor		
Close all windows and keep blinds open		
Turn off lights		
No Gum in the entire facility		
Lock all doors		
1. KITCHEN		
Sweep and mop floor and clean under the mats		
Turn down water-heater, but NOT off		
Wash all dishes, pots, pans, silver ware, and coffee pots used		
Return all dishes, pots, pans, silver ware, and coffee pots to proper location		
Clean and dry all splashes and spills on walls		
Clean and dry sinks and counters		
A) STOVE MAINTENANCE:		
Remove all food, pans, and foil from oven		
Clean range top, burners, back splash, and short burner adjacent to stove		
Clean broil trap and remove all GREASE.		
Turn off stove, warmer, gasline etc		
Clean oven spills		
B) CONVECTION OVEN MAINTENANCE:		
Remove all pans and food from racks		
Clean all spills and crumbs from bottom of oven		
Wipe down front doors of oven		
Replace all removed racks to oven		
C) WARMER UNIT:		
Remove all food and foil from warmer		
Clean bottom of food spills and empty water tray		
Return warmer to table storage room		

D) COFFEE POTS:	Notes/ Check in	Notes/ Check out
Coffee pots must be properly cleaned, keep parts intact and placed back on shelf.		
Do not plug more than one in the same outlet or they will blow off the fuse		
Coffee pots will be inspected after use		
E) REFRIGERATOR/FREEZER:		
Remove all food after each event		
Clean food, spills, and water from bottom of refrigerator/freezer		
Wipe down the outside of refrigerator/freezer		
F) MICROWAVE & ICE MACHINE		
Keep clean and use properly		
G) DISHWASHER:		
Clean the dishwasher filter		
Remove all clean dishes from dishwasher and place in proper location		
2. Social Hall		
Sweep and wipe up any spills on floor (broom located in utility room)		
Wipe all tables and chairs		
Return tables and chairs to proper place according to chart		
Check bathrooms. Make sure they are unoccupied, cleaned and lights are turned off		
3 Gymnasium		
When setting tables & chairs: Do not slide them across the floor (it damages the finish.)		
Return all tables and chairs to their original storage areas. Lock all storage closets.		
All trash bins are to be emptied and deposited outside behind kitchen and replaced with new bags		
Sweep and clean floors (no water to be used) of gymnasium, men's and women's restrooms.		
Return all black chairs to their location along the perimeter walls of the gym. Do not drag them		
(Please refer to "general rules" above for all other rules and regulations)		
4. Use of Stage (The stage use and its lighting are not permitted unless specified)		
The stage is to be cleared of all clutter and unnecessary items		
Return microphone & stand to the equipment room, on right of the stage		
Make sure equipment room is locked		
5. Use of St. Mary's Center (No food or drinks allowed in this room.)		
Wipe all tables and chairs		
Return tables and chairs to proper place according to chart		
Check bathrooms. Make sure they are unoccupied, cleaned and lights are turned off		
(Please refer to "general rules" above for all other rules and regulations)		
6. Use of Adult Ed Room (No food or drinks allowed in this room.)		
Wipe all tables and chairs. Keep the chalk board clean.		
Return tables and chairs to proper place according to chart		
(Please refer to "general rules" above for all other rules and regulations)		

List any broken or malfunctioning equipment: _____

Printed Name of Chairperson and date _____

Signature of Chairperson _____