

# CHECKLIST OF ITEMS TO DO BEFORE AND AFTER RENTAL OF ST. MARY'S PARISH HALL

## GENERAL INFORMATION

Light switches for hall are located on the north and south walls of the cafeteria. The light switch is to the left on the north wall as you come into the hall. The other switch is on the south wall under the fuse box.

The switch for the fans is located on the east wall inside the furnace closet in the southwest corner of the hall.

Trash cans are located in the back northwest storage room. Trash can liners are under the north end of the sink in the kitchen.

The stoves are ready to be used – pilot lights are on. Roasters are in the kitchen bays under the service window and in the back northwest storage room. These are for your use – but please return them to where you found them. Please keep the matching lids with the bases – they are numbered. (Liners for the roasters are NOT included with the rental of the hall.) Large drink coolers are also in the back northwest storage room.

Wash rags and hot pads are located in the drawers next to the east sink and also in the drawers on the west wall of the kitchen. Dish towels are in the cupboard on the west wall of the kitchen. Please launder what you use and return after your event.

Rental of the hall does **NOT** include use of the Altar Society's supplies of Styrofoam/paper/plastic products, roaster & crockpot liners, condiments, food items and beverages.

You may use the following supplies: Toilet paper, trash bags and cleaning supplies.

**NOTE: Please stay off wrestling mats on the stage in the gym.**

## CLEAN UP DUTIES:

Brooms, mops, scrub buckets, and cleaners are located in the supply closet in the pie room.

## KITCHEN & CAFETERIA

1. Sweep and wet-mop kitchen and cafeteria floors.

INSTRUCTIONS FOR CLEANING/MOPPING FLOOR: Add no more than 1/4 cup of cleaner to the mop bucket. More cleaner will damage the floor finish. Wring mop out thoroughly before mopping as standing water will damage the floor finish. Change water in mop bucket as it becomes dirty. If you are not going to take the mop head home to wash, rinse it in clean water several times, wring it out, and return it to the supply closet. It should be dry enough that it will not drip when it is turned upside down.

**Do not leave the mop head down in the mop bucket.** Once done with the mopping, please hang the mop heads up to dry back in the cleaning closet in the pie room and put the handles back in the closet.

2. Vacuum fatigue mats & entry way rugs. Wet-mop fatigue mats as needed.
2. Wash all tables, countertops and sinks that were used.
3. Turn off all burners and ovens.

### **BATHROOM**

1. Make sure all toilets are clean, flushed and that no water is running in the stools.
2. Clean sinks and countertops and ensure no water is running in the sinks.
3. Empty the trash (including the diaper pail). Replacement bags are in the supply closet.
4. Make sure that the bathroom doors are propped open with a folding chair when you leave.

### **GYM**

1. Sweep, dump trash.
2. Turn off lights.

### **GENERAL**

1. Make sure the walk-in cooler is off and prop door open with chair when you leave.
2. Make sure the fans in the shower rooms are running when you leave.
3. Reset the thermostats to "run program".
4. Return all tables and chairs to original locations.
5. Turn off all lights, fans, air conditioners. Unplug air conditioners.
6. Empty all trash cans and return to back room. Place trash in dumpster next to the ball field/storage shed.