

# ALL-CHURCH EVENT: Clean-up Checklist

Thank you for partnering with Minnehaha United Methodist Church. We welcome you as part of our church family and thank you for helping to keep our building vital and alive. In order to keep the building clean and welcoming for everyone, we ask that you clean up and return rooms to their original condition. IMPORTANT: You are only responsible for cleaning the areas/rooms you use.

## Fellowship Hall (including Stage)

- Reset tables and chairs the way they were
- Empty trash and recycling (replace with new liners)
- Sweep floors
- Close windows
- Turn off lights

## Kitchen

- Wash dishes, utensils (eating end up), pots, pans and can opener in dishwasher
- Clean dishwasher:
  - Run garbage disposal
  - Wash dishwasher cover
  - Turn off dishwasher
  - Drain dishwasher
  - Turn off dishwasher vent
- Clean stove, ovens and microwave
- Sanitize countertops – including lower shelves under counters
- Clean sinks
- Cover plates, cups and glasses with a clean towel
- Sweep floors
- Turn off all appliances (i.e., ovens, stove burners, mixer and coffee makers)
- Turn off stove hood (on/off switch is to the left of the dishwasher)
- Turn off lights
- Take home leftovers
- Take home soiled linens, aprons and dishcloths for cleaning (if you are a church member)

## Restrooms (note: know where toilet paper and paper towels are located)

- Flush all toilets and urinals
- Shut off faucets
- Turn off lights

## Classrooms, Hallways and Narthex

- Reset tables and chairs the way they were
- Close classroom windows and doors
- Turn off lights
- Lock classrooms 202, 204 and 208

## Gym

- Vacuum carpet
- Turn off lights

# Where to Find Cleaning Supplies & Dumpsters

## Trash Dumpsters

Trash dumpsters are in back of the church by the alley

- Green bins (2) are for recycling
- Gray bin (1) is for trash

## Toilet Paper and Paper Towels

- 2<sup>nd</sup> & 3<sup>rd</sup> Floor Janitor's Closets

## Trash Can Liners

Trash can liners are stored in multiple locations:

- Under the double sink in the main kitchen
- Janitor's closets (lower level, 2nd floor & 3rd floor)

## Janitor's Closets & Supplies List

Janitor's closets are located:

- Lower level (bottom of main stairs)
  - Carpet vacuum
  - Broom & dustpan
  - Mops and buckets
  - Cleaning solutions
  - Bathroom cleaning supplies
- 2nd floor (between girls' and boys' restrooms)
  - Carpet vacuum
  - Broom & dustpan
  - Bathroom cleaning supplies
- 3rd floor (top of stairs by girl's restroom)
  - Broom & dustpan
  - Bathroom cleaning supplies

## Paper Towel Dispensers

- *Lower level main kitchen dispenser* – above the single sink (key is in dispenser)
- *1st floor mini-kitchen dispenser* – above double sink (key is in dispenser)
- *1st floor restroom dispenser* – key is in mini-kitchen dispenser
- *2nd floor restroom & room 208 dispensers* – key is behind door of 3rd floor janitor closet
- *3rd floor restroom dispensers* – key is behind door of 3rd floor janitor closet

**Remember - The last one to leave the building is responsible for making sure all the lights are off, doors are locked, and the alarm is set.**

Feel free to call Angie Eichten, Chair of Trustees, at 612-250-1662 or Steve Meier, Custodian, at 612-518-7411 with any questions.