

Trinity Pines Catholic Center Cleaning Checklist

Name: _____

Organization Name: _____

Check In Date and Time: _____

Check Out Date and Time: _____

Meeting Rooms (building 6 and 7)		
	Check Out	Comments
Floors Clean (Vacuum in 7/Swept in 6)	<input type="checkbox"/>	
Furniture clean, in place (building 7)	<input type="checkbox"/>	
Wipe down all tables and chairs with disinfectant wipes	<input type="checkbox"/>	
Garbage bagged and placed in dumpster	<input type="checkbox"/>	
Remove all decorations	<input type="checkbox"/>	
Group and personal items removed	<input type="checkbox"/>	
Thermostats Turn Off	<input type="checkbox"/>	
Restrooms		
	Check Out	Comments
Toilets cleaned, flushed	<input type="checkbox"/>	
Sinks, mirrors cleaned	<input type="checkbox"/>	
Floors cleaned	<input type="checkbox"/>	
Garbage bagged and placed in dumpster	<input type="checkbox"/>	
"Ladies Boxes" emptied, bags replaced	<input type="checkbox"/>	
Thermostats Turn Off	<input type="checkbox"/>	
All personal items removed	<input type="checkbox"/>	
Dorm Areas		
	Check Out	Comments
Wipe down all mattresses (vinyl only)	<input type="checkbox"/>	
Floors swept	<input type="checkbox"/>	
Lights out	<input type="checkbox"/>	
All personal items removed	<input type="checkbox"/>	
Thermostats Turn Off	<input type="checkbox"/>	
Empty trash cans and replace bags	<input type="checkbox"/>	
Dining Rooms		
	Check Out	Comments
Sweep Floors (mop any spills as needed)	<input type="checkbox"/>	
Tables and chairs stacked	<input type="checkbox"/>	
Wipe down all tables and chairs with disinfectant spray and a clean towel	<input type="checkbox"/>	
Garbage bagged and placed in dumpster	<input type="checkbox"/>	
Books, magazines, etc. in place	<input type="checkbox"/>	
Remove all decorations	<input type="checkbox"/>	
Group and personal items removed	<input type="checkbox"/>	
Thermostats Turn Off	<input type="checkbox"/>	

Kitchen:

CLEANLINESS: All kitchen users are responsible for maintaining clean kitchen surfaces. We provide dish washing liquid, detergent and washcloths. Clean as you go and make sure you leave the kitchen as clean as you found it.

FOOD SAFETY: Users are expected to practice safe food handling procedures at all times. Washing your hands before, during and after food preparation is the most important food safety precaution. Please clean up any spills immediately.

DISHWASHER: Feel free to use the dishwasher. It is best to cycle the washer one or two time prior to loading the first load to get the hot water through. Please wipe down all surfaces and put all dishes back on shelving.

STOVE: You must turn on the gas valve at back of stove and light the pilot lights prior to use. Burners each have one and there are 2 for the griddle. The ovens must be lit only if you are using them. Make sure you leave stove cleaner than when you found it.

COFFEE MAKER: You are welcome to use the large or small coffee maker. Filters are located in the cabinet and all cabinets are labeled. You must provide your own coffee.

UTENSILS, POTS and WARES: Dishes and pots are kept in the pantry and should be stacked in an orderly and safe fashion.

CABINETS: The kitchen is stocked with a limited supply of seasonings which you are welcome to use. We ask that you put them back in the same cabinet after you use them.

GARBAGE: Garbage bags are provided in the kitchen cabinet. Make sure the trash is taken out to the dumpster each night. Make sure the dumpster doors are closed and locked.

HEATING/AC: Thermostat is located on wall next to the refrigerator. Make sure the unit is turned OFF when not in use.

CLEAN UP/LAUNDRY: All soiled wash clothes, aprons and towels should be taken downstairs to the laundry room for cleaning. If you need to use the laundry please feel free. Please sweep and mop the floors as needed in the kitchen and dining areas.

Kitchen		
	Check Out	Comments
Empty refrigerator, wipe down racks	<input type="checkbox"/>	
Wash, dry and put away all dishes, flatware, pots, pans and utensils	<input type="checkbox"/>	
Wash and dry coffee and hot water pots	<input type="checkbox"/>	
Empty freezer	<input type="checkbox"/>	
Wipe down microwaves (one in dining room)	<input type="checkbox"/>	
Wipe down stove	<input type="checkbox"/>	
Clean up any spills in ovens	<input type="checkbox"/>	
Wipe down all counters	<input type="checkbox"/>	
Pull drain basket from dish washer (if used)	<input type="checkbox"/>	
Wipe down sinks and disposal	<input type="checkbox"/>	
Last check for personal items	<input type="checkbox"/>	
Last check for plugged in or left on appliances, stove, dish washer and ovens	<input type="checkbox"/>	
Empty trash, replace bag	<input type="checkbox"/>	
Sweep and mop floor	<input type="checkbox"/>	

General		
	Check Out	Comments
All litter/trash found on the ground around dorms, chapel, parking lot, recreation area, basketball courts, and main lodge is removed	<input type="checkbox"/>	
Empty all trash cans and replace bags	<input type="checkbox"/>	
All trash bags taken to dumpsters	<input type="checkbox"/>	
Final check for personal items	<input type="checkbox"/>	
All lights out, double check refrigerator light	<input type="checkbox"/>	
All used linens, sheets and towels in laundry room.	<input type="checkbox"/>	
All windows and doors are shut and locked, check all doors from outside	<input type="checkbox"/>	

Before you leave, you must checkout with the Facility Manager or Director at the pre-determined time you arranged and agreed upon.

Was the cleaning that was done acceptable?	Yes	No
_____	_____	_____
Retreat signature	Customer signature	Date