

First Presbyterian Church of Cranbury

Room Departure Checklists

Name _____ Date _____

Kitchen

- Sign in and out of the Kitchen Use Log on side of refrigerator
- Wipe down all counters and prep areas
- Sweep or spot-clean the floor if needed
- Wash, dry, and put away all dishes, utensils, and serving items
- Remove all food from refrigerator/freezer
- Empty trash and recycling if receptacle is full
- Turn off oven and stove and unplug coffee makers and other appliances if used
- Check that all exterior doors are locked
- Take home any leftover food or personal items

For Church Member Users

- Dishwasher, water, and breaker are turned off. Water is drained. All dishes are returned to proper cabinets and drawers
- Dishes, glassware, silverware, cooking utensils, pots, pans, appliances, containers, etc. are washed, dried and returned to proper storage areas
- Towels, dishcloths, and aprons are taken home to be laundered and returned
- Tablecloths are taken to be cleaned, hung properly and returned to proper storage area

First Presbyterian Church of Cranbury

Room Departure Checklists

Name _____ Date _____

Fellowship Hall

- Remove all personal belongings
- Wipe down tables and store under stage in appropriate cabinet
- Return all chairs to chair cart lined up properly and return cart to the chair room
- Sweep floors and mop spills if necessary
- Empty all trash into dumpster and insert new liners
- Turn off all lights, fans and electronics
- Ensure all windows are shut and locked if they were opened
- Return all equipment to its original place
- Return thermostat to original temperature setting
- Report any damages or issues to Office Manager and Buildings and Grounds chair
- Lock exterior doors

Library

- Set A/C mini split thermostat to 74°F and close doors
- Set heat thermostat to original temperature setting
- Turn off lights
- Clean surfaces, remove all food items, and return furniture to original setting if moved
- Lock exterior doors

McKnight Room & Kitchenette

- Remove all personal belongings and discard all trash
- Return furniture to original setting
- Turn off lights
- Lock exterior doors