

UUCLV

Cleanup Guidelines Checklist

Worship Hall

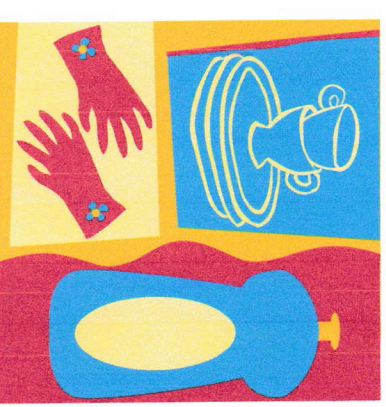
- If your group has used the Worship Hall during your event, please remove and dispose of any cups, plates, utensils, papers, trash, etc. which may have been left behind.

Restrooms

- After events on Saturdays, please check the restrooms to make sure they are tidy and replenish supplies if needed; empty the trash baskets if necessary.

Thank you for
completing this
checklist and helping
to maintain our
church home!

Any group using the main kitchen and/or bar area, and/or Social Hall at UUCLV is expected to follow the guidelines for serving food and performing cleanup afterward. These guidelines are in accordance with accepted healthful sanitation procedures and they also ensure our facilities look their best on Sundays when we welcome our many visitors.



Bar Area and Social Hall

- Load dishes, serving ware, and utensils into gray tubs and bring to kitchen
- Bar sink is not to be used for dishwashing or food waste; it is for liquid disposal only
- Check all areas used during the event for cups, plates, etc. and remove
- Clean bar counter, coffee service tables, and eating tables with disinfectant
- Clean sink and sink counter
- Empty air pots and rinse
- Disconnect coffee maker
- Empty coffee pots and rinse
- Empty all trash cans and reline with fresh liners
- Bring trash outside and discard in Dumpster
- Clean table behind bar; no food to be left there at any time
- Place recyclables in their proper containers near the all gender/family/disabled bathroom
- Wipe up any spills on the floor
- Wipe up any spills in the refrigerator
- Leave used dish towels on bar sink counter

Food Serving Guidelines

- Place food on clean serving plates (found in cabinet in room behind bar)
- Put out hand sanitizer, clean plates, napkins, and utensils as required
- All food is to be accompanied by clean tongs or other appropriate serving utensils
- Gloves are to be worn when preparing, serving, and cleaning up food
- Leftover food is to be given away or disposed of
- Remaining food donated for coffee hour on Sunday is to be properly sealed, labeled and **stored in the refrigerator**. This includes unopened food.

Main Kitchen

- If used, clean stove and countertops with disinfectant
- Empty and dispose of trash; reline trash can
- Load and run dishwasher if desired
- Wash cups, dishes, utensils, and serving platters using three-sink sanitizing method
- Sink 1: Washing - Hot soapy water
- Sink 2: Rinsing - Hot water
- Sink 3: Sanitizing - Hot water containing 1/2 cup bleach (items must remain in this sink for a minimum of two minutes)
- Place items in the dish racks and allow to air dry

VERY IMPORTANT: When dry, return all items to their original locations. This step MUST BE COMPLETED by the group as soon as possible prior to the next Sunday.

