

St. Patrick Church  
3109 Sacramento Street  
Placerville, Ca. 95667  
530.622.0373 tel  
530.621.7770 fax

## Check List for Gurnell Hall and Kitchen

**NOTE: ANYONE using the hall for ANY reason must check all doors and all thermostats.**

### KITCHEN

1. \_\_\_\_\_ All dishes, pots, pans, etc will be washed clean in the dishwasher and put away.  
(instructions provided for one time users)
2. \_\_\_\_\_ Floors are swept & mopped; counters, stoves, refrigerators will be cleaned.
3. \_\_\_\_\_ Trash will be placed in the dumpster.
4. \_\_\_\_\_ Check the following: dishwasher, coffee machine: clean and off; lights, heat/air conditioner: off
5. \_\_\_\_\_ No food is to be left in the refrigerators or in the kitchen, condiments okay.  
(be considerate of others – no one should have to clean out the fridge after your event!)
6. \_\_\_\_\_ Any alcohol brought in must be removed.
7. \_\_\_\_\_ Spray kitchen counters before and after use with provided disinfectant.

### HALL

1. \_\_\_\_\_ Disinfect tables and wipe chairs clean.
2. \_\_\_\_\_ Floors will be swept, spills cleaned, to include stage.
3. \_\_\_\_\_ DO NOT stack tables and chairs – please leave in place.
4. \_\_\_\_\_ **\*Turn off lights, heat/air conditioners. There are nine thermostats, check every one.**
5. \_\_\_\_\_ **\* Close and lock all outside doors. There are ten doors, check each one.**
6. \_\_\_\_\_ Check bathrooms to ensure they are free of litter, toilets are flushed. Turn out the lights.
7. \_\_\_\_\_ Check back door by restrooms to ensure it is locked.

Date: \_\_\_\_\_

Signed \_\_\_\_\_

Name of Organization/Responsible Party: \_\_\_\_\_