



Mission San Luis Rey Parish

CHECKLIST
TO CLEAN THE PARISH
CENTER DINING ROOM

___ Clean off tables. Use damp cloth and dry afterwards.

___ Clean off chairs. Use damp cloth and dry afterwards.

___ Place all chairs on floor, pushed snugly next to table. Each table should have 8 chairs. DO NOT leave on top of the tables.

___ Remove everything you brought with you.

___ Sweep and mop floor. The broom and mop are in the scullery room with the swinging doors.

___ Check trash bin to see that there is an open trash bag BEFORE throwing trash inside. You can find extra trash bags in the bottom of the bin.

___ Clean wall behind wherever food was served. Do not leave food on the wall.

___ Clean the hutch if used.

___ Remove any decorations, signs or balloons.

___ Clean up gum and any spills.

___ Clean coffee pot area and countertop.

___ Empty trash, take out to dumpster behind Serra

___ Check for lost and found, take to office or security desk in Parish Center.

___ Turn off ALL lights.

___ Close all doors.