

Kitchen and Common House Cleaning Checklist

The host or sponsor of an event in the Pacifica common house is responsible for making sure that this checklist is completed and left in cubby #105. Note that if these items are not completed after an event, then the sponsor may be charged a cleaning fee of \$20 or more.

If you have questions about the items on this list, contact Bobbie Hayes at 929-3467 for assistance.

Event Date: _____ Sponsor: _____

- Place recycling in the bins below the counter. Rinse bottles and empty to outside bins if full.
- Wash all pots, dishes and silverware. When items are dry, place them in the caddy or cabinets.
- Wipe down kitchen counter surfaces with a mild bleach solution. A tablespoon of bleach in a full bucket of water will do the trick.
- Clean the sinks with a low abrasion cleaner such as Soft Scrub. There should be a bottle in the kitchen. Do not use steel wool or abrasive cleaners.
- If dish towels are dirty, place them in the blue laundry basket. Lay clean towels out to dry.
- Remove food scraps from sink drains.
- Refill ice trays.
- Turn dishwasher switch to the OFF position and turn off the coffee maker.
- Return main rooms to their normal arrangement. Put chairs and tables back in standard locations. Stack light chairs back in their storage area. When in doubt, consult the reference photos by the door to the kitchen.
- Sweep the floors of the main room and the kitchen with a broom. Mop up any spills.
- Take leftovers away with you. Do not leave them in the common house fridge.
- Empty all trash into outside bins.** It is especially important that no food stuffs are left in trash receptacles overnight.
- Turn off lights. Reset the thermostat. Turn off fans. Close doors and windows.
- Give the place one last look and see if the common house is ready for the next event.

Thank You!

Send suggestions for this checklist or other common house issues
to the committee at pacificacommonhouse@gmail.com