**CNS Kitchen Use Clean Up Checklist**

*To: All Kitchen Users*

*Please make sure you have performed all of the following kitchen clean-up tasks! THANK YOU for your part in keeping our shared kitchen and supply closet neat and clean.*

* **Wash and dry** all cookware, **dishes** and utensils.
* **Put** all cookware, **dishes** and utensils **back** where they belong.
* Leave nothing in the dish drainer by the sink.
* **Wash off the counters** and the metal table.
* **Take out the garbage**, compost and recycling after your event *unless you have paid the clean-up/custodian fee as part of your rental contract.*
* **Return dumpster keys to** correct hook in **kitchen.**
* **Clean** up any kitchen **spills** (on the floor, in the fridge, in the oven and even on the carts.)
* After Shabbat, Bring home (or to a laundromat/wash-fold service) **all soiled linens (**tablecloths, dish towels, aprons, & potholders too) to **launder**. **Check and treat for stains!**
* **Return linens, SORTED** to the correct place in the social hall closet before next Shabbat.
* Pack up your **leftover food** and take it home after Shabbat. This is very IMPORTANT!!!!!!!!
* **Hang wet dishtowels** on a cart or oven handle to dry- never leave them in a pile.
* **Sweep the social hall floor** **after Friday night events**, leaving the place as you would like to find it on Shabbat morning, *unless you have paid the clean-up/custodian fee as part of your rental contract.*
* **Bring in and put on racks any tables and chairs** you took outside before leaving the building*.*
* If you are last to leave the building after an evening event, **make sure all** exterior **doors are closed** as well as the front and side gates, *unless you have paid the security fee as part of your rental contract.*