



ST. ANNE'S CATHOLIC CHURCH

Rejoicing in over 100 years

ST. ANNE'S HALL

Cleaning/Damage Checklist

AREAS INSPECTED:	GENERAL STANDARDS EXPECTED:	PRE INSPECTION		POST INSPECTION	
		YES	NO	YES	NO
1. MAIN ENTRANCE					
A. Front Door- Cleanliness	No utensils, paper, in & around flower beds; no cigarette butts scattered				
B. Lobby - Cleanliness	No paper, garbage, etc.				
C. Front Doors: Locked/Unlocked	Locks functional				
D. Bathrooms	Toilets flush, floors clean, garbage cans empty and trash removed from premises				
2. MAIN HALL		YES	NO	YES	NO
A. Hall Floors	Swept; no debris; spills & sticky floor mopped				
B. Table/Chairs	Clean -TBD following Friday/returned to closets in proper order				
C. Garbage	Cans empty and garbage removed from premises, clean liners replaced				
D. Bleachers	No spills, debris				
E. Side Doors - in and out	No debris, urination				
3. KITCHEN		YES	NO	YES	NO
A. Floors	No debris, swept and mopped - no sticky surfaces,				
B. Sinks/Counters/Back Splash/Cupboards	Wiped clean, no residue, dried food, not sticky, sinks drained, no splatters on back splash				
C. Steamers/Warmers	Cleaned and dry				
D. Garbage	Cans empty and garbage removed from premises, clean liners replaced				
E. Oven/Stoves	Cleaned, no residue, no food, # of wire racks:				
F. Refrigerator/Freezer	No food/beverages left; # of shelves:				
G. Back Entrance	Free of any debris/no spills				
4. RESTROOMS		YES	NO	YES	NO
A. Floors	Swept; no paper, etc.				
B. Toilets/Urinals	All freely flush and working order				
C. Garbage	Cans empty, and garbage removed from premises, clean liners replaced				
D. Sinks/Mirrors	Clean, free of marks, cracks, damage				
5. OUTSIDE AREA/DUMPSTERS		YES	NO	YES	NO
A. Clean Area	No garbage outside of dumpsters				
B. Dumpsters	All garbage MUST BE placed in dumpsters and dumpsters locked				
C. Playground	Clean, no debris - DO NOT USE				

St. Anne's Catholic Church will provide all cleaning liquids/solutions.

***NOTE*: USER MUST PROVIDE WASH RAGS, PAPER TOWELS, GLOVES, ETC.**

The St. Anne's Hall Representative has explained what is expected of me and I agree to leave St. Anne's Hall in the state that is described above.

Event Date: _____ Event Description: _____

User's Name (Signature): _____ Date: _____

User's Name (Printed): _____ Cell #: _____

St. Anne's Hall Representative (Signature): _____ Date: _____