



Jijak Post-Use Checklist

To be completed by Lead Contact Person post-event and prior to leaving

Date of Event: _____

Event Lead Contact: _____

| Items to Address | Closed/Cleaned/Shut Off (initial when done) | Areas of Concern |
|--|--|------------------|
| Kitchen & Dining Hall: | | |
| Countertops - wiped down and cleared off | | |
| Stove/Oven - cleaned and turned off | | |
| Convection Oven - cleaned and turn off | | |
| Sinks - left empty and cleaned out | | |
| Dishwasher - Cycle started (if needed) and any cleaned dishes put away | | |
| Dishes - cleaned, dried and put away | | |
| Lights - turned off | | |
| Trash - emptied and bags taken to dumpster | | |
| Floors - vaccum/mop any visible mess | | |
| Wastebaskets - emptied if used | | |
| Microwave - left clean inside | | |
| Serving Carts - wiped off if used | | |
| Hand Towels - placed in bin under long sink labeled for dirty towels | | |
| Deep Fryer - Bin out of oil and emptied, no floaties in oil | | |
| Coffee Maker - empty grounds and clean pot | | |
| Refrigerators/Freezers -ALL CLOSED TIGHT All leftover food should be removed and not stored on property | | |
| Pots/Pans - washed, dried and rehung or replaced where found | | |
| Utensils - washed, dried and put away in proper place | | |
| Walls - wiped down if needed (splatter) | | |
| Thermostats (1 in kicthen, 2 in dining hall) - adjust temp to 72 in summer and 60 in winter | | |
| Windows - shades drawn if opened | | |

| Items to Address | Closed/Cleaned/Shut Off (initial when done) | Areas of Concern |
|---|--|------------------|
| Rec Building | | |
| Athletic Equipment - put away where originated | | |
| Tables - cleared and wiped down | | |
| Chairs - cleaned and wiped down | | |
| Carpeting - vaccum any visible mess made | | |
| Lights - turned off | | |
| Windows - shades drawn if opened | | |
| Restrooms - waste bins emptied, no trash on floors or in stalls, toilets left clean | | |
| Walls - remove anything hung for event | | |
| General: | | |
| All Bathrooms - cleaned if used and trash emptied | | |
| All Entry Doors Locked | | |
| ALL TRASH BINS MUST BE EMPTIED AND BAGS BROUGHT TO DUMPSTER CLEANING SUPPLIES CAN BE FOUND IN CLOSET NEAR EXIT DOOR IN KITCHEN | | |
| Miscellaneous: | | |
| If any kitchen supplies (like utensils) are broken or used up (like provided spices), please leave these on the counter to be found and replaced. | | |
| Items stored in the freezers and fridge are not to be used unless signage or writing on package indicated that it is for public use. | | |
| Other: | | |

Pre-Event Signatures

_____ (Facility Manager) _____ (Lessee)

Post-Event Signatures

_____ (Facility Manager) _____ (Lessee)