



Jijak Post-Use Checklist

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

Event Date: _____

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 kitchen, 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:		