

**Second Baptist Church**  
 Reverend Mark J. Lyons, Pastor

**Kitchen Exit Form**

The Kitchen Facilities are available for your use. Please complete this form immediately after using the kitchen and place it in the appropriate box or the drawer labeled "Exit Forms Completed."

Group/Auxiliary \_\_\_\_\_

Event \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

**KITCHEN**

Dishes washed, dried, and put away	YES	NO	N/A
Pots and pans washed, dried, and put away	YES	NO	N/A
Refrigerator cleaned	YES	NO	N/A
Stove cleaned	YES	NO	N/A
Oven cleaned	YES	NO	N/A
Grill cleaned	YES	NO	N/A
Deep fryer cleaned	YES	NO	N/A
Sinks cleaned	YES	NO	N/A
Counter tops wiped down and cleaned	YES	NO	N/A
Coffee pot cleaned	YES	NO	N/A

\*\*\*Please note:

- \*Do NOT leave leftover food in the refrigerator.
- \*Accordion door should be closed
- \*Towels should be washed, dried, and returned to the kitchen
- \*The kitchen door should be closed

**PANTRY**

All paper products put away	YES	NO	N/A
Salt and pepper shakers put away	YES	NO	N/A
Flowers and vases put away	YES	NO	N/A
All punch bowls safely put away	YES	NO	N/A
All serving and vegetable trays safely put away	YES	NO	N/A

\*\*\*Please note:

- \*All items should be placed back in the pantry in their labeled location
- \*Do NOT store any food in the pantry
- \*Make sure the door to the pantry is locked

Are there any items that need to be replenished (i.e. dish detergent, hand soap, etc...)? If so, please list here: \_\_\_\_\_

Signature of person completing the Exit Form \_\_\_\_\_

Signature of Trustee reviewing the Exit Form \_\_\_\_\_