

WHEN AND WHY
ARE WE COMPLETING
THIS KITCHEN
CHECKLIST?

In accordance with Diocesan guidelines and the procedures enforced by the Michigan Association of Non-Public Schools accreditation guidelines, our kitchen (housed in the School Family Center) must have a documented checklist that is visible and completed after each event use.

Therefore, effective immediately, this checklist will be completed, signed, and dated each time the kitchen is used for an event by any sanctioned Holy Trinity event or rental.

This checklist will ensure that the kitchen is returned to its clean and usable status.

This checklist form can be found in the kitchen. The completed checklist form can be placed in the designated envelope found in the kitchen. However, if you have paid a deposit fee to rent our facility and kitchen, bring this form with you when you return the keys to the parish office.

Failure to complete, sign, and date this checklist may effect your future use of Holy Trinity's kitchen facilities.