**Kitchen Checklist**

1. Counters & stainless-steel tables

* Clear all items brought in for event
* Wipe off with Clorox Spray Cleaner with bleach

2. Sinks

* Remove all food particles
* Scrub with powder cleanser
* Wipe down with Clorox Spray Cleaner with bleach

3. Refrigerator, freezer, ice machine

* Remove all foodstuffs brought in for events - this also means condiments
* Clean any spills in refrigerator
* Make sure all doors are closed and freezer is locked

4. Dishwasher (See directions on front of dishwasher for operation)

* Rinse dishes over sink below sprayer
* When washing dishes use sprayer to clean **all** food off dishes
* When finished, clean catch rack below sprayer and send through washer (both rack and side bar)
* Turn dishwasher off (same button for turning on)
* Drain dishwasher (lift drain handle on inside right of dishwasher)
* Empty catch basket (located in the back right corner)
* Wipe down exterior of dishwasher and counters

5. Place Settings

* Put glasses, cups & sherbet dishes in correct trays
* Plates go in storage rack
* Bowls are stacked on wire shelf

6. Pots, pans, and utensils

* Hang pots and pans on rack above table after cleaning
* Place eating utensils with HANDLES UP when storing them
* Store like utensils together
* Place sharp knives in knife rack on wall by microwave
* Place other utensils in marked drawers

7. Stove

* Clean burners of dropped food
* Wipe down burners
* Wipe down grill
* Empty grease tray drawer on right side of grill **(DO NOT EMPTY IN SINK – PUT WASTE IN TRASH)**

8. Floor

* Sweep floor - under the stove, counters and table
* Mop floor

9. Microwave

* Wipe down inside and out

10. Steam Table

* Empty any water in steam trays
* Wipe down all surfaces
* Run all steam table trays through dishwasher

11. Trash

* Bag ALL trash
* Place all bags in receptacles outside (through the courtyard to the back of Jones Hall)
* Recycle trash goes in receptacles with yellow lids

12. Clean outside glass door in kitchen

**\*Failure to comply with all rules will result in forfeiting your Security Deposit.**

I have read the entire Kitchen Checklist and understand these rules. It is my responsibility to see that they are followed.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_