



KITCHEN AND FACILITY USE WORKSHEET

Contact Name	Contact Phone	Event	Date

Complete this form and submit to DeAnne Gonzales (Box #45) AFTER the event.
 Please be sure to lift tables and chairs off the floor when moving them. Dragging causes damage to the floor surface.

PROCEDURES - Please initial to indicate that each applicable task was completed.

While working:	
	Wash hands in hand-washing sink for at least 20 seconds in hot water before working. Every 15 minutes while working.
	Gloves are also preferable—wash hands first. (supplies are provided)
	Hair coverings are required, for sanitary reasons. (supplies are provided)
	Serve second helpings on new plates. (otherwise it's considered double-dipping!)
While cleaning up:	
	Tables & chairs cleaned after use.
	Hall & kitchen floors swept.
ALL WASTE LIQUIDS AND FOOD Poured/DUMPED IN DISPOSAL SINK ONLY.	
	All stainless steel surfaces need to be cleaned and disinfected with appropriate Clorox solution after use.
	Serving line cleaned after use (including glass).
	Pots, pans, trays, steam table & inserts cleaned after use.
	Dishwasher left clean after use (also make sure water is drained out).
	All sinks cleaned after use (no spots).
	Coffee machine cleaned after use. ALL PARTS
	Trash containers emptied and replacement bags inserted in trash containers.
	All trash bags must be taken out to dumpster and placed in outside dumpster.
	All cardboard boxes must be flattened and placed in outside dumpster.
	Put utensils, trays, pots, carafes, water pitchers etc. away. ONLY IF THOROUGHLY AIR DRIED.

Your cooperation is important in ensuring that we will be able to continue using these facilities. Thank you!

I certify that the above items were completed. Event Coordinator:	
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