

WSC - Kitchen Event Completion Checklist

After using the kitchen for your event, please use this checklist to complete your clean-up and prepare the kitchen for the next user. *Please check-off each item, date, sign, etc.* Thank you.

Cleaning materials are kept in a plastic container under the wood counter just outside the kitchen, labeled "Kitchen Cleaning". Cleaning materials (other than dish washing soap) may not be stored in the kitchen at any time, especially during kitchen operations (see ServSafe™ requirements).

- Wash, rinse, and sanitize (see instructions above the sink) all pots, pans, utensils, etc. Do the outside surfaces also! Always 'air dry' the item by hanging on the hooks or placing in the strainer. 'Air drying' is required. Items must be free of debris and stains. Nothing should be sticky or dirty looking. Always use the hooks, if you can.
- Clean all work surfaces (**walls**, tables, sinks, hand wash station, the white board, etc.).
- Be sure all bowls, un-hung pans, open containers, etc. are placed upside down to discourage pests, debris, etc. Everything possible should be in sealed in plastic bins.
- Clean the Garland Range and electric stove. Surfaces should be cleaned of spills, debris, and stains. Remember the inside of the ovens! The grill is best cleaned with water when hot. Scrape it down and then polish with a face cloth using water. **Coat Grill with vegetable oil to avoid rust.** Empty and thoroughly clean the fat trap, on the right under the grill. Check the other traps under the burners.
- Dispose of all sponges and replace with fresh ones, do not remove wrappings until usage.
- Sweep and wash (if needed) the kitchen floor (materials are in the housekeeping closet at the top of the stairs. Put things back in the closet after use.
- Collect the trash in all waste baskets (including porch and meeting room) and place it in the outside trash bins. Remember to insert a clean liner in the waste baskets.
- Collect all utensil bins, condiments, and coffee materials from the meeting room and put them back where originally found (rack beside refrigerator). Replenish the bins.
- Replenish anything taken from the refrigerator.** Don't over replenish, good circulation is required inside the refrigerator.
- Take home what you brought in, leave nothing. Although well intentioned, the kitchen does not need leftovers of anything (plates, utensils, napkins, cups, condiments, etc.).
- Bring home all food items, leave nothing. WSC does not store food.
- Please leave a note about issues and suggestions or call the Kitchen Committee.

This check list will be used after your event as criteria for the Kitchen Committee to notify the Treasurer that the rental deposit may be released. Leave the completed checklist in the kitchen when completed.

DATE: _____ MEMBER SIGNATURE: _____

EVENT TITLE: _____