

Mary Agatha Furth Center

8400 Old Redwood Highway

Windsor, CA 95492

Cleanup Check List For Kitchen

When you arrive at the Hall, check in with the event supervisor to ask questions regarding operation of the kitchen equipment, i.e. dishwasher, ovens, stoves, etc. The supervisor will show you where cleaning supplies are located and where to dump trash. The supervisor will help you locate kitchen supplies. Prior arrangements must be made with management for the use of *The Center's* supplies.

AFTER event cleanup instructions:

Range Top

- Wipe off cast iron grates.
- Pull out and clean drip pan.
- Wipe splash-guard (stainless steel) and outside surfaces of unit.

Flat Grill

- Scrape grill while still warm with grill brick.
- Clean out grease trough and empty and clean grease trap reservoir.
- Wipe off splash-guard and surfaces behind grill.

Ovens

- Wipe off spills in oven.
- Clean ovens after using by wiping clean.

Dishwasher

- Scrape plates into trash cans prior to loading in dishwasher – **do not put food scraps down drain** – load trash bags only one-fourth (1/4) full due to weight of food scraps.
- If using the *Center's* dishes, make sure that all dishes, utensils, and cookware are washed and stacked on the stainless steel counters. Dishes, utensils, and cookware will be counted by the *Center's* staff. In the event that items are broken or missing, they will be billed to the event at their replacement value.
- Clean out strainer in sinks.
- Hose down inside of machine.
- Wipe off all stainless steel surfaces.

Refrigerator/Freezer

- The facility user and Caterer may use a portion of the refrigerator and small freezer to temporarily store their perishables.
- The facility user or guests may not use *Center* supplies stored in the refrigerator and small freezer.
- Remove all food brought in by the facility user or Caterer after the event.
- Clean up any spills.
- All food left over from the event will be discarded by the *Center* the following day.

Coffee Urn Room

- Turn off after use.
- Wash out all components.
- Clean area around the coffee urn – dump all grounds and other trash into the dumpster
- Mop floor in the coffee room.

Counters

- Wipe off all counters.
- **DO NOT** use abrasive soap or steel wool pads on stainless steel surfaces.

Kitchen Floor

- Pick up trash and food-stuff off of the floor and discard.
- Sweep the floor.
- Wet mop the floor with clean mop.

Kitchen Trash

- All garbage, bottles, cans, containers must be placed in trash containers located outside the kitchen.
- Bottles, cans and clean paper goods should be discarded into the blue recycle bins.
- Any excess food and supplies must be removed by the facility user or Caterer at the end of the event.
- For easier disposal, load trash bags only one-fourth (1/4) full, due to the weight of food scraps.
- Do not dump grease in sinks or on landscaping. Put in a disposable container and discard in the trash container outside the kitchen.
- Empty boxes should be broken down and placed in trash container located outside the kitchen.

Unless prior arrangements are made, the kitchen supplies are not to be used by the facility user or Caterer.

Thank you for your cooperation and we hope to see you again. Please sign this form at the conclusion of the event.

Event Holder or Caterer

Furth Center Staff

Date