

Kitchen Close down

1. Empty and defrost all freezers, clean out with disinfectant and leave unplugged.
2. Clean out and disinfect small refrigerator near the door and leave unplugged.
3. Clean out and wipe down the inside of the walk in cooler.
4. Mop the floor in the walk in cooler. The power will be turned off by the onsite coordinator
5. Clean out and unplug all coffee pots
6. Put all stoneware back in the boxes in the pantry.
7. Clean out the microwave.
8. Clean the ovens and the burners
9. Clean out the grease trap and empty into a box and put into the dumpster
10. Leave garbage bags, chemicals, anything to clean, under the steam table that holds the coffee pots.
11. Sinks need to be cleaned of all food in the drains, and all sides of the sinks washed with Brillo pads
12. Stainless steel cleaner needs to be used on all the surfaces.
13. All drying towels need to be washed, dried and replaced back in the kitchen for the next renter.
14. If you have chosen to use them, all large drink containers need to be cleaned and left with the tops resting on the units so that air can circulate in them.
15. Floor swept, carefully mopped, especially under the stove and steam tables, and all corners.
16. In the dining hall, put the benches up on the tables, sweep and mop the dining hall with Clorox, removing all food particles so as to not attract the animals before the renters come in.
17. All trash cans emptied, filled with wastebasket liners and put in the pantry with the door locked.

18. Anything that hasn't been listed but needs to be done, please do it!
19. Lastly, if you see things in need of repair, please write them down and give them to Fran with the inventory lists.