

# Community Room Commercial Kitchen

---

Rcvd in Office Signature, Date

## Kitchen Cleaning

COMPLETE ALL CHECK LISTS BELOW. All dishes and equipment are to be washed and returned to original locations. No dishes/containers/platters may be taken from the kitchen to transport food. No food may be left in the fridge/freezer. All garbage must be removed to the dumpster in front of FISH. Day of Event malfunctions/problems should be reported to Spirit of Grace office 541-399-6897 or person-on-call on your Request Form.

### 1. Cleaning Supplies *Check all that apply*

- Provided: cleanser, dish soap, floor cleaner, broom, mop.
- Cleaning cloths/dish towels/oven mitts put in the designated bin for laundry.
- DISHWASHER: Directions are posted on the front of the machine. Allow time for it to warm up to correct washing temperature.

### 2. Dishes, Pans, and Appliances *Check all that apply*

- Wash all dishes, glasses/mugs, utensils, pots, cookware in dishwasher. Pre-wash encrusted items.
- Hand wash coffee maker, coffee urns, and food thermometers.
- Clean all surfaces of microwave oven, stove burners, grill, and ovens. Do NOT use cleanser on these.
- Empty and clean drip pans below burners and grill.
- Remove all food debris from sinks, wash with cleanser; wipe and clean all floor drains.
- Dishwasher: Turn off, drain all water, remove food particles from drain, towel dry all surfaces of the machine and drain boards.

### 3. Counters, Tables, and Chairs *Check all that apply*

- Clean and sanitize counters, tables, frequently touched door knobs/handles.
- Check chairs for stains or mess and clean appropriately.
- Clean and empty trash cans; replace with new garbage bag.

### 4. Floors

- Sweep and mop floor, with cleaning solution supplies.

**Name of responsible person, Signature, and Date**

---