

# WELCOME

We hope your event is a success!  
Following is a checklist to assist you in leaving the  
Kitchen and Cafeteria as you found it . . .  
Thank you!

## KITCHEN AREA:

- \_\_\_\_\_ Wipe down all counters and sinks with soapy water plus a splash of bleach
- \_\_\_\_\_ Empty all garbage, take garbage out to the dumpster by the basketball hoops, if there are liquids in the bags wheel the bag to the back doors, and finally replace all garbage bags (on the counter across from the mixer or in the second drawer)
- \_\_\_\_\_ Ovens off on the stove (both)
- \_\_\_\_\_ Burners off on the stove (all 10)
- \_\_\_\_\_ **All pilot lights should be lit on the stove (especially top left one) - if they are out, the lighter is in the drawer under the microwave**
- \_\_\_\_\_ Do not leave anything on top of the burners - they are exposed pilots
- \_\_\_\_\_ Stove wiped off (don't scrub - it's cast iron and oiled)
- \_\_\_\_\_ Convection Ovens turned off as well as the blowers (all 4)
- \_\_\_\_\_ Microwave wiped down inside and outside
- \_\_\_\_\_ Vent in "Off" position (located by back door on the wall)
- \_\_\_\_\_ Coffee pot drained and rinsed with clean water - turned off
- \_\_\_\_\_ Serving line knobs are turned off AND master switch
- \_\_\_\_\_ Proofer is unplugged and has water in basin
- \_\_\_\_\_ Fridge items are labelled and appropriate left overs are in freezer
- \_\_\_\_\_ Windows closed
- \_\_\_\_\_ Lights off
- \_\_\_\_\_ Doors locked

# CAFETERIA/KITCHEN CHECKLIST

Page 2

## DISHWASHER ROOM:

- \_\_\_\_\_ All dishes put away
- \_\_\_\_\_ Garbage emptied, bags replaced
- \_\_\_\_\_ Dishwasher turned off and drained (lever on the inside)
- \_\_\_\_\_ Screens rinsed (3 - two in washer, black on the side)
- \_\_\_\_\_ Scrub sinks with hot soapy water rinse and wipe out
- \_\_\_\_\_ Counters wiped down
- \_\_\_\_\_ Fan off (switch on wall by hand sink)
- \_\_\_\_\_ Window closed
- \_\_\_\_\_ Lights off

## CAFETERIA:

- \_\_\_\_\_ Tables and chairs wiped down - use a bucket of hot soapy water with a splash of bleach
- \_\_\_\_\_ 8 chairs per side of tables
- \_\_\_\_\_ Floor swept (Broom in closet by ice machine)
- \_\_\_\_\_ Floor spot mopped where needed (Mop in closet by ice machine, empty mop bucket)
- \_\_\_\_\_ Brown table wiped down and in position (on North Wall under the kids poster)
- \_\_\_\_\_ Lights off
- \_\_\_\_\_ Doors closed and locked

### **Phone #'s to call in case of any questions or concerns:**

Melissa Anderson: (H) 763-441-7433, (C) 763-443-3039

Bill Courtright (C) 612-804-0763

Tracy Schroedl (H) 763-441-5168

Please sign when checklist has been completed and leave on counter.

**Signature:** \_\_\_\_\_