



FCCPA Kitchen Rules & Regulations

1. Kitchen Users and their caterers must be trained by the FCCPA Kitchen Supervisor prior to the scheduled event. Training includes instructions on use of the kitchen appliances, proper cleaning methods, use of cleaning agents, and location of cleaning supplies.
2. Food and drink storage are allowed in the kitchen refrigerator during the event/usage hours.
3. Cleaning Checklist used to verify kitchen condition after the event/usage:
 - a) Counters, sinks and cabinets wiped down with appropriate cleaning supplies
 - b) Refrigerator and Freezer emptied and wiped down as needed
 - c) Dishwasher drained, cleaned and turned off
 - d) Range and Convection Oven turned off and cleaned as needed
 - e) Trash, recycling, and compost bins emptied in Trash Enclosure and bins relined with color-coded bags
 - f) Doors locked and key (if renter was provided one) placed on counter under microwave
4. User's Security Deposit will be refunded to User once the Kitchen Supervisor verifies the proper cleaning and condition of the Kitchen. Failure to meet the conditions listed in Cleaning Checklist will incur an additional \$200 cleaning fee charge.
5. Contact the Kitchen Supervisor at your convenience to arrange for training. Bring this form with you to the training.

Note: Use of the kitchen includes all appliances in the kitchen. Renters and their approved Caterers are to supply their own tablecloths, napkins, service ware, cookware, and consumables including coffee, tea, sugar, cream, filters etc.

FCCPA Kitchen Cleaning Checklist

Where to Find Cleaning Supplies:

- Under Prep Sink – Dish Detergent, Bleach Concentrate, Glass Cleaner, Bleach Solution and Simple Green Solution in spray bottles
- Wire Bin under Hand Wash Sink – Cleaning Cloths
- Cabinet next to Refrigerator – Color-coded Bin Liners
- Hallway, next to Washer & Dryer – Broom and Dustpan
- Mop Sink Cabinet – Mops, mop heads, Simple Green in gallon bottles

1. Wipe down all FCCPA appliances used.
2. If using the dishwasher to clean your personal equipment, drain and wipe down after use. Note:
 - a. Dishwasher detergent, rinse and sanitizer load automatically
 - b. To wash in Triple Sink, begin from right to left – use supplied dish detergent in right sink; clean rinse water in middle sink; sanitizing solution of 1 Tbsp. bleach to 1-gallon hot water in left sink
3. Clean all counters, sinks and cabinets:
 - Wipe down all stainless-steel surfaces with cloth and glass cleaner
 - Wash butcher block counters with bleach solution; rinse with clear water
 - Wipe cabinets with cloth and Simple Green solution (only for spills)
4. Remove all your items from Refrigerator and Freezer and wipe out
5. Drain and turn off dishwasher, clean both food traps, leave door ajar
6. Turn off Range and Convection Oven and clean as necessary, including pull out trays below range knobs.
7. Empty trash, recycling and compost bins into appropriate containers in Trash Enclosure; reline each bin with its color-coded bag
8. Floors should be sweep. FCCPA janitors are responsible for mopping.

DO NOT TURN OFF LIGHTS – they are on a timer

When ready to leave, be sure all doors are locked