

KITCHEN CLEANING CHECKLIST

Each crew member must individually initial the tasks he/she did. Divide the tasks among crew members as you see fit. Amount of work in dining room, kitchen, and dish room are not equal. Therefore, **no crew member should leave until everything is done.** Let's promote the spirit of Escher! **COOPERATION!**

This checklist was designed to help crew members coordinate well. Please follow the task sequences.

CREW MEMBERS:

Initials	Name (*crewleader)	Room#	Leaving time	Substituting for
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

In the dining room

- _____ Turn off steam tables and salad refrigeration unit.
- _____ Store all leftover food from serving pans in plastic containers (food must be no greater than 2 inch deep. Food must reach 70° within 2 hours, 40o within 4 hours. Once cool, items bay be combined to conserve storage space)
- _____ Put uncovered plastic containers in the walk-in (cooler) shelves, stir often to hasten cooling.
- _____ Put all serving pans in the kitchen near the sinks.
- _____ Drain leftover juice from juice containers into pitches.
- _____ Label and date the pitches, put them in the guff fridge.
- _____ Put the juice containers in the kitchen.
- _____ Put used coffee pots in the dish room.
- _____ Drain steam tables.
- _____ Clean and sanitize all surfaces of steam table and refrigeration unit.
- _____ Discard save meals older than 1 day in guff fridges.
- _____ Discard lunch meat older than 3 days
- _____ Discard dinner leftover older than 2 days.
- _____ Discard sliced cheese and lunch vegetarian older than 4 days.
- _____ Restock milk in milk dispenser.
- _____ Restock dining room supplies indicated on restocking checklist.
- _____ Restock coffee, tea, white & brown sugar at the coffee area.

For THREE-PERSON Crews

DATE: ____ / ____ Mon / Tue / Wed / Thu / Fri / Sat / Sun

- _____ Clean bottom and handle of the big guff fridge.
- _____ Clean inside and handle of the small guff fridge.
- _____ Clean coffee machines, milk dispenser, and microwave. Replace tray under the milk dispenser.
- _____ Clean all tables in dining room, including coffee table.
- _____ Put chairs on top of tables.
- _____ Empty trash can, and recycling cans.
- _____ Empty compost can, compost cage is up in the woods, further from the dumpsters.
- _____ Rinse and sanitize trash can, compost can, and recycling cans in the utility closet.
- _____ Put new bags in trash can, compost can, and recycling cans.
- _____ Sweep and mop dining room floor, including the area behind steam table.
- _____ Put 2 containers of sanitizing solution with clean bar towels in dining room.
- _____ Cover, label & date containers of leftover food in the walk-in once cooled to 41°. Use plastic lids to cover containers. Don't use plastic wrap.
- _____ Put away containers of leftover food in guff fridge.
- _____ Bring back clean coffee pots from dish room.
- _____ Inspect the kitchen before you are done with the dining room.

- No plastic wrap on salad containers.
- No metal container in the fridges.
- No save meals left in the walk-in unless space is restricted.

In the kitchen

- _____ Bring 2/3 of pans from O'Keeffe kitchen over Renaissance kitchen.
- _____ Turn off all ovens and stoves.
- _____ Check if there is any food left in the ovens.
- _____ Clean tops of burners.
- _____ Clean trays between ovens and burners.
- _____ Clean racks in the ovens if they are dirty.
- _____ Bring all utensils, plastic containers to dish room
- _____ Wash, rinse, sanitize, and air-dry soiled pots and pans. Make sure they are clean.
- _____ Wash, rinse, and sanitize juice containers and put them in the walk-in.
- _____ Flatten boxes around the kitchen and in utility closet, put them in the recycling dumpster outside back door.
- _____ Remove tops of metallic cans under the sink, using can opener.
- _____ Put metallic cans, glass bottles, plastic bottles in the recycling dumpster.
- _____ Clean and sanitize can opener and mixer.
- _____ Empty, rinse in the utility closet, and put new bags in the grey trash cans.
- _____ Empty and put a new bag in the trash can next to the hand-washing sink.

For THREE-PERSON Crews

DATE: ____/____/____ Mon / Tue / Wed / Thu / Fri / Sat / Sun

_____ Sweep and mop kitchen floor, including the walk-in, under counters, under sinks, and inside the pantry.

_____ Put clean pots and pans on shelves.

_____ Sanitize kitchen counters and carts.

_____ Clean and sanitize the main sinks and the salad sink.

_____ Put away all used towels.

_____ Put the laundry bags of used aprons and towels in the hallway by the back door if they are half full.

_____ Put new bags in the metal frames.

_____ Bring pans back to O'Keeffe kitchen.

_____ Inspect the kitchen before you are done.

- No grease on pots and pans
- No towels left in the kitchen
- No plastic containers left in the kitchen
- No spoiled utensils left in the kitchen
- Area under kitchen counter looks like photo #1.
- Properly organize utensils above sink.
- Shelves look like photos #2, #3, and #4.
- Slicer area looks like photo #5.
- Area under the sink looks like photo #6.
- Walk-in is closed properly (latched)
- All freezers and fridges are closed properly
- All lights are turned off.
- Doors are closed.

In the dish room

_____ Collect dishes from the dining room.

_____ Send silverware through the dishwasher twice in silverware baskets, handles down the first time, and handles up the second time (so eating surface isn't touched after it is sanitized).

_____ Scrape, soak dishes put through the dishwasher.

_____ Put 8 clean bins halfway full with soapy water (half a cup of soap per bin) in the dining room.

_____ Empty, rinse (in the utility closet), sanitize and put new bags in the trash can.

_____ Clean all surfaces.

_____ Clean and sanitize the area to the right of the dishwasher.

_____ Empty and clean the garbage disposal under the sink.

_____ Switch off the dishwasher (5 switches).

_____ Drain the dishwasher.

_____ Clean trash cage inside the dishwasher and put it back.

_____ Sweep and mop the floor, including the area under the counters.

_____ Arrange the shelves and the trays like photo #7.