



Kitchen Cleaning Guide



To ensure that KSM is meeting required Health & Safety standards, all kitchen users are to complete this Kitchen Checklist before their departure. Please bring this form to the front desk after completion and a staff member will complete a walkthrough of the kitchen. Thank you so much for your support and cooperation.

Date: _____ **Group/individual:** _____

<div>✓ To Indicate Task Completion</div> <div>N/A When the item is not applicable</div> <div>W/O When a work order is pending (if item is broken)</div>	Status and Notes:
<div>All dishes are sanitized and returned to their location</div> <div><ul style="list-style-type: none">- Make sure dishes are cleaned of all food debris- Use the trays provided to put dishes through the sanitizer machine- After <u>air drying</u>, dishes need to be returned to their proper location</div> <div>All sinks have been cleaned out & sanitized</div> <div><ul style="list-style-type: none">- Make sure there is no food debris left in the sinks- Cleaned with- E15 Hydrogen Peroxide Cleaner- Sanitized with- E62 Sanitizer (Food Safe)</div> <div>All work counters are cleaned and sanitized</div> <div><ul style="list-style-type: none">- Cleaned with- E15 Hydrogen Peroxide Cleaner- Sanitized with- E62 Sanitizer (Food Safe)</div> <div>Garbage, recycling, and compost bins are emptied</div> <div><ul style="list-style-type: none">- Contents are brought to the outdoor bins (located under the underpass at back door)- Green bins are sanitized and put away- New bags are placed in garbage and recycling bins</div> <div>Floor is swept and mopped (if required)</div> <div>All leftover food has been properly labeled and stored or removed</div> <div>Dirty aprons or cloths are placed in laundry basket</div> <div>Hood vents, oven, and stove burners are turned off</div> <div><ul style="list-style-type: none">- Gas line and pilot lights are still on</div> <div>All doors to the kitchen are closed</div>	

Staff signature: _____