

# Saint Andrew's Archdale Kitchen

## Clean Up Check List

Group Using : \_\_\_\_\_

Equipment Used	Activity if needed	Activity Completed (place check mark if Yes)
Convection Oven	Turn Off Steam clean	
Warming Table	Turn Off Empty Water Unplug power cord	
Microwave	Clean with wet rag and sanitize (Inside -plate, sides and top)	
Refrigerators	Clean outside with stainless steel cleaner Label leftover food per instructions	
Freezers	Clean outside with stainless steel cleaner Label leftover food per instructions	
Ice Maker	Is it working properly	
Coffee Maker	Wipe up machine Empty Basket Rinse out Basket Dry Basket	

Stove/Oven	Clean outside with wet rag and sanitize	
	Clean crumb catcher	
Sinks	Clean with wet rag and sanitize	
Work tables	Clean with wet rag and sanitize	
Counter Surface	Clean with wet rag and sanitize	
Floor	Sweep if needed	
	Wet mop if needed	
	Mops and bucket are located in FLC Men's Bathroom	
Walls	wipe off splashes/food spills	
Trash	Take out to FLC dumpster	
	Replace bags	
Pantry	Straighten according to labeled sections	
	Add common items to be purchased on FLC white board as needed	
	Refill paper towel racks	

	Empty dry rack	
	Does your Group need Kitchen Training	
Group Contact Person	Date	Phone Number

Please document in space below any problems with the Kitchen upon your arrival; for example dishes were left in dry rack or floor was not mopped.