


# Saint Andrew's FLC 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	
Warmer	Turn Off Empty Water	
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 & Tea Maker	Wipe up machine	
	Empty Basket	
	Rinse out Basket	
	Dry Basket	
Stove/Oven	Clean outside with wet rag and sanitize	
	Clean crumb catcher	
Dishwasher (BART)	Clean all three Strainers	
	Run 3 gallon of hot water down drain to clear drain line	
	Turn off switches	
	Make sure no silverware is in disposal unit	
	Sanitize work surface	
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 dumpster	
	Replace bags	
Pantry	Straighten according to labeled sections	
	Add common items to be purchased to 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 th space below any problems you noticed upon your arrival; for instance dishes were left in dry rack or floor needed to be mopped.		