

Forest Hills Consolidated School

Kitchen Use Checklist

The person requesting the use of the kitchen for the organization is responsible for proper care of the kitchen. It is the responsibility of the organization's representative to meet with the Food Service Director during normal working hours if there are questions pertaining to this checklist.

The organization understands that it may be responsible for the cost of repairs or cleaning if damage to the kitchen or kitchen equipment occurs or further cleaning is required to return the kitchen to state regulated standards.

Wipe and sanitize every surface.

Sweep and mop floor

Drain, turn off power, and sanitize dish machine (if used)

Remove all trash from the building (Forest Hills Clubs and Classes are asked to tie the trash bags and leave for custodial staff)

Return all school equipment and utensils to their proper location

If used, properly wipe down gas range and oven

Turn all lights off and check exhaust hood to be certain it is off

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Organization Representative/Club Advisor

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Date

This form must be signed and left on the stainless-steel table beside the kitchen door.