

Kitchen Clean Up

Check off tasks when completed:	Date	Person/Dept.	Tasks complete	Inspection results
1. Clean sinks that were used.				
2. Clean off stove .				
3. Read directions to use dishwasher . Turn off dishwasher when done. ** Clean dishwasher per instructions on wall. Clean basket and drainer/strainer. Turn off booster heater when done. **				
4. Put all items back where they belong.				
5. Leave kitchen neat and orderly for next user.				
6. Turn off gas on convection oven . **				
Please come to office to schedule a time to use kitchen facilities.				
Kitchen will be inspected after use.				
Thank you for your help in keeping our kitchen clean.				
** Very important things to do!!				

Please return this form to the office when completed.