

## Chester Kitchen Organization Application



The undersigned organization is applying for use of the Chester Kitchen and agrees to abide by the standard terms and conditions of Chester Kitchen as printed in the enclosed Policies and Procedures Handbook, and as listed below this application. Effective July 1, 2010, a \$50 cleaning/security deposit is required. Within 24 hours of your event, the kitchen will be inspected, and your check will be returned by mail.

**Organization name**

**Contact person**

**Address**

**City**

**State**

**Zip Code**

**Mailing Address (if different)**

**City**

**State**

**Zip Code**

**Phone REQUIRED**

**Type of Event**

**Date of Event**

**How many hours per day do you plan to use the Chester Kitchen?**

**Authorized signature:**

**Printed name:**

**Title:**

**Date:**

## WELCOME TO THE CHESTER KITCHEN.

### LOCAL RESIDENTS AND ORGANIZATIONS

To ensure consistency to policy, and a sanitary environment, please follow all rules. (Refer to your handbook, or the one in this facility)

#### UPON ARRIVING:

1. Log in on sign in sheet, in corner between range and refrigerator.
2. Check temperatures of refrigerator and freezers. Make appropriate entries in each log
3. Wipe down and sanitize all surfaces, including counter tops wash sinks, food prep sink, walls, refrigerator and freezer doors, range top, and oven doors. Use spray bottles provided with sanitizing solution and paper towels provided.
4. If using automatic dishwasher, turn on as directed.
5. Prepare sanitizing solution in sink #3 as directed. Sanitizing solution is at wash sink.

#### UPON LEAVING:

1. Turn off all equipment, range, oven, mixer, automatic dishwasher, overhead fan, (and restore to original positions).
2. Sweep entire area, and mop floor. Dust pan, broom, and cleaning solutions are in Kitchen. Mop, bucket, are located at the mop sink in the men's locker room to the left out side the door to the Multi-Purpose Room (back of kitchen)
3. Wipe down and sanitize all surfaces, including counter tops wash sinks, food prep sink, walls, refrigerator and freezer doors, range top, and oven doors. Use spray bottles provided with sanitizing solution and paper towels provided.
4. Remove all debris from sinks, wipe down and **sanitize.**
5. **Remove all your food and equipment at the end of your event.**
6. Log out on sign in sheet, include amount of which you processed, and batch number (in any) for tracking purposes.
7. Complete Kitchen Checklist, and deposit in locked box in corner between range and refrigerator.
8. Remove all trash to the dumpster, and replace trash can liners.

THANK YOU FOR USING THE CHESTER KITCHEN

