

## CLEAN UP GUIDELINES FOUNTAIN CITY UMC KITCHEN

1. Wash all eating utensils (plates, cups, glasses, silverware, etc.) that have been brought out whether they have been used nor not.
2. Wash all pots and pans in hot soapy water, dry thoroughly with clean towel. Throw towel in laundry.
3. Run scrub brushes and scour pads through dishwasher to disinfect them. Store under sink (across from phone) and NOT on counter.
4. Wipe ALL counter surfaces with wet wash cloth, toss cloth in laundry. Clean out all sinks with scouring powder, then rinse sinks thoroughly.
5. When necessary wipe off front of counters, drawers and cabinet doors, please check often.
6. Place all cooking utensils back in proper area. All cabinets are labeled to make returning cooking utensils to proper area easier.
7. Turn off all ovens, stovetops and stove ovens. Check inside of ovens for spills, if necessary please clean oven or make arrangements to clean them.
8. Turn out overhead oven lights, canopy lights and exhaust fans. Turn off steam tables, drain them and wipe them out.
9. Check convection ovens (after cooled) for aluminum foil scraps in fan.
10. Remove any leftover food from refrigerator. If you must leave food, label it with your name and your group's name, do not leave it over two days.
11. Clean up any spills in refrigerator.
12. Remove from upright freezers any unused ingredients. If you must leave ingredients, label them with your name and your group's name, do not leave them over two days.
13. Check coffee area in gym and Wesley Hall; wipe down area with wet cloth.
14. Spray disinfectant on tables and wipe them with wet cloth BEFORE putting them away.
15. Start load of laundry after all clean up chores are completed. Laundry detergent is stored above dryer.
16. Check with janitorial staff on condition of facilities that you have used (kitchen, Wesley Hall, gym, restrooms, etc.).