

KITCHEN USE CHECKLIST

Follow the Duluth Township Community Center (DTCC) Rental Policy. Supervision by NSCS kitchen staff or Duluth Township personnel may be required. Bring your own supplies (napkins, foil, plastic wrap, dish cloths and towels, cleaning supplies, mop, etc.)

_____ Thoroughly **clean and sanitize** all items used and surfaces. Sanitizing instructions are posted over the large dishwashing sink. Dishes may be washed following these instructions when not using the dishwasher.

_____ Sweep the floor, mop if necessary.

_____ **DO NOT borrow items** (pots & pans, containers, utensils, etc.) from the kitchen without permission.

_____ File cabinet remains locked. Do not take items from the desk.

_____ Children should not be in the kitchen without an adult.

_____ Take all garbage. **DO NOT** leave leftovers here.

_____ Turn **OFF** dishwasher, stove, oven, coffee pot (unplug) and lights when done.

_____ Make sure walk-in cooler & freezer doors are shut tight and locked when leaving.

_____ Both doors to the kitchen should be locked when leaving.

Notes: _____

Signature of person responsible for closing kitchen.
(Leave this form on kitchen counter when completed.)

Phone #