

CAREW HALL KITCHEN CLOSING CHECK LIST

The checklist below is to be filled out and each line checked off and signed by the captain on duty to ensure everything is complete. Anything that is broken needs a written notification to the Rectory.

FOR EMERGENCIES CALL MAINTENANCE AT
(516) 903-7980

- 1. Shut off gas dial to stove, oven and griddle.
- 2. Shut off switches to confection ovens.
- 3. Shut off gas and pilot light for fat fryer.
- 4. Shut off switches and drain dishwasher.
- 5. Clean meat cutter and microwave oven.
- 6. Shut off exhaust fan.
- 7. Lock refrigerator and freezer.
- 8. Clean stove, griddle and stainless steel behind unit.
- 9. Empty and clean grease cups for hood and stove.
- 10. Clean and polish with s/s cleaner all cabinets counters and appliances.
- 11. Clean and wipe down all sinks and empty all strainers.
- 12. Sweep clean and mop kitchen and pantry floors.
- 13. Can opener stored in its holder.
- 14. All cooking pots and utensils cleaned and stored on their rack.
- 15. Turn off lights and lock doors.

DO AND DON'T

- 1. Do call us if kitchen is dirty when you arrive.
- 2. Do notify us if something needs repair.
- 3. Do ask how to use or clean equipment if you don't know.
- 4. Don't leave anything out on counters or shelves in kitchen.
- 5. Don't leave mop or garbage bags in kitchen.
- 6. Don't leave food in any other refrigerator or freezer other than your designated area.
- 7. Don't store more than one cart in pantry.
- 8. Don't store milk crates in pantry or kitchen.
- 9. Don't expand to other shelving in pantry.

SIGN

Date

Time

Please drop completed form at Rectory or Rectory mail slot at end of event.