



Village of Chase

Community Hall Kitchen Closure Checklist

Kitchen Closure Checklist

1. If you have rented the kitchen or have a caterer – the dishes, pots and pans, etc. must be washed, dried and put away (follow the posted Public Health Guidelines and dishwasher directions).
2. Clean any food spills inside and outside of oven.
3. Clean coffee urns and pots inside and out. Dry completely.
4. All food must be removed from kitchen, fridges and freezers. Any food left behind will be discarded.
5. 5. Ensure counters and hard surfaces (including dumbwaiter and trollies) are washed down.
6. Wipe down cupboards, walls, etc from spills.
7. Wipe fridge inside and out.
8. Sweep floors and discard debris.
9. Wipe any spills from floors.
10. Put all garbage in bins at back of building.
11. The Caretaker will wash the floors.