

## TCCA KITCHEN RULES

**The cleanliness of our community kitchen is the responsibility of all of us. Please help us keep it in good working order for the good of our community - follow the rules for use of the kitchen and conform to the health codes. If we do not adhere to these rules we could lose our License to Operate.**

1. Check list of appliance temperatures with date and initials found on front of freezer.
2. Wash your hands in hand washing sink provided before working in the kitchen. The double sink is only used to wash dishes, pots and pans.
3. Some general rules:
  - a. If you dirty it please clean it properly.
  - b. If you open it please close it.
  - c. If you spill it please wipe it up.
  - d. If you empty it please fill it up (Salt, sugar etc.). This includes Commercial Dishwasher liquids.
4. Keep cooler/freezer clear of old food and partially consumed beverages.
5. Take home all leftovers and all of your containers.
6. Wash any pots, pans, and coffee/tea makers in the double sink, rinse them in hot water with ½ tsp of bleach, air dry and put all away after use.
7. Wash any dishes you use. If you only have a few dishes please wash them by hand using same method as for pots. Only use dishwasher when there is a full load. Empty the dishwasher after running it and put all dishes away. Never leave dirty dishes in the dishwasher. Never leave the dishwasher going unattended, stay until the dishes are clean and put away.
8. Garbage/Recycling – please put recyclables/garbage/compost in the appropriate marked containers. Replace recyclable/garbage bags before they overflow; place full bags in outdoor bin. Make sure the recyclable/garbage/compost area is always clean, neat, and tidy.
9. Make sure everything is put away in its proper place before you leave. Clean all surfaces **with water and a ½ tsp of bleach**. Clean the floor with Mr. Clean and water. Turn off lights before you leave.
10. In the summer, if you turn the air conditioning on or up, please turn it **off** before leaving. In winter make sure the heat is down to 16 degrees when you leave.
11. Let us know if anything is amiss in the kitchen as soon as possible.

**Even if you didn't make the mess, help by cleaning it up. We are all responsible for how this room looks, how it smells, and how usable it is. We have a beautiful kitchen to work in, please ensure it is kept that way. THANK YOU FOR HELPING**

**The Tidnish Crossroads & Area Community Association Board of Director.**