

Reservation Checklist

- All items moved during your reservation are returned to their designated place, including all shared equipment and trashcans.
- All equipment has been turned off. Check each oven, burners and hood.
- All surfaces used have been wiped clean, ensuring that no traces of crumbs or any use can be found on surfaces including counters, burners, shelves and tables.
- Floors have been swept and mopped, if necessary, ensuring that they are returned to their original state of cleanliness.
- The door to both the refrigerators and freezers are securely shut.
- All sinks used are free of all traces of use.
- All trash has been completely drained of liquids and emptied into the dumpster at the south end of the building.
- All items that are your property are stored, according to policy, on designated shelves, or removed from the property. Bins are closed and secured.
- All food stored on the day-use shelves or in the walk-ins has been removed.
- I did not use any space or equipment that was not included in my reservation.
- I did check and document refrigerator and freezer temps on the temp recording sheets attached to the equipment.
- If adjusted, all thermostats have been returned to the required temperature.
- I completed my reservation, including cleaning, and was out of the kitchen at the time that my reservation ended. If not, I indicate over-time below:

Please use the space below to describe any unsatisfactory conditions with your kitchen area or observed violations on behalf of other kitchen users, and for suggestions:

Date: _____ Hours used: _____ Company: _____

Signature _____

To report outages or problems contact Lori @ 480-296-8802