

KITCHEN CLEANING

(for Caterers, E.Y.C. and P.O.E.)

- All garbage and boxes should be removed and disposed of in outside dumpster to North of building/recycle if possible
- All dishes washed and put away properly. Glassware and flatware should all be of same kind in each tray. Silverware should be run twice for health reasons.
- All kitchen surfaces wiped down. . .inside Microwave, fridge too
- Make sure coffee pot is clean and turned off
- Check to see that ovens are empty and all turned off (Please leave pilot lights burning!)
- Clean sink (please remove stainless steel inserts in sink)
- Empty dishwasher strainer (there are two), and empty reservoir
- Floor swept and mopped in kitchen and back room area.
- Place dirty towels in a bucket or bag for maintenance to clean

BASIC ROOM CLEANING (for guest rentals)

Guest responsibilities;

Return room to basic setup. See diagram in kitchen

Please place all linens in linen bags (shake out first and do not put wet linens in bag, allow to air dry). . .

Caterer responsibilities

All garbage and boxes removed from kitchen, banquet room, and deck.

All debris on floor that is too big to be vacuumed must be removed

Caterers, please refer to cleaning directions posted in Kitchen