



100 Ericson Court, Arcata CA 95521

707-822-5955

Foodworks Culinary Center Rental Kitchen Rules

General Facility

1. Users must sign in and sign out using the Rental Kitchen Record. This form is also used to report any broken or missing items, and the cleanliness of the rental kitchen.
2. Schedule at least 30 minutes for cleanup.
3. Turn off all equipment and lights before leaving.
4. Storage lockers must be kept clean.
5. Keep all detergents and chemicals out of food production area.
6. All food placed in a cooler or freezer *must* be labeled with the tenant name and expiration date. *No food may remain in the cooler or freezer past its expiration date. Foodworks staff will remove all food remaining after its expiration date.*
7. Respect the Foodworks facility and other tenant's property.
8. It is the tenant's responsibility to educate employees and all staff of these rules.

General Cleanliness

1. Clean and sanitize all food contact surfaces before starting work, and after work.
2. Sweep and mop floors after using the rental kitchen.
3. Clean interior and exterior of all equipment used.
4. Clean spills as soon as reasonably possible, but no later than the end of each production day.
5. Garbage cans must be emptied and relined after each use of the kitchen. Wipe out garbage can interior if needed. Each tenant is responsible for removal of trash they generate.
6. To clean the dishwasher: Open the door, remove the lower rinse plugs and the lower rinse arm. Both manifolds and scrap screens can then be cleaned in a sink, or flushed with a hose.
7. To clean sinks: The sink area must be wiped down, with no meats or other food items remaining in the drain. *Never dump grease directly down the drain.*
8. Clean Spill tray under 8-burner stove.
9. **After each use of the kitchen, place the Rental Kitchen Record in the Drop Box to verify that all areas have been checked for cleanliness.**

NOTE: If Foodworks staff must perform an emergency cleanup, a **\$400** charge will be assessed against the tenant that left the mess.