

Driscoll Kitchen Checklist

Basics

- Leave the kitchen cleaner than you found it.
- Follow basic safety guidelines.
- Be kind and courteous.

Work safely

- Position pot/pan handles to prevent accidents and don't leave flammable materials near the stove top, oven, or toaster.
- Turn off ALL burners, the oven, unplug any smaller appliances, shut the door completely.
- Turn on fume hood when cooking.
- Clean up water or food from floor promptly.

Work clean

- Wipe down all surfaces used, sweep floor, throw away or remove expired food. This includes: Sink, stove, oven, toaster, microwave, countertops, and floors.
- Clean, dry, and put away *ALL* dishes, WHERE YOU FOUND THEM, within 48 hours.
- Empty trash can when it gets full or has food that will rot.
- Launder any linens that get dirty through use and return them within 1 week.
- PROMPTLY REPORT ISSUES SUCH AS SAFETY, PEST CONTROL, ECT. TO YOUR RA!

Personal Food

- Personal food MUST have a note saying: Who it belongs to, when you will use it by, expiration date. If not, they may be tossed or eaten.
- DO NOT consume food/drink stored in the kitchen unless you have approval or it is yours.
- Throw away all trash from your personal food and clean up.

**Finally, use common sense, PLEASE!!!
Failure to comply will result in loss of use**

Covid Rules and Regulations

Capacity and Social Distancing

- 2 people max at one time
- Must remain 6ft apart, this means only one person using the stove at a time
- If there is another person in the room, keep your mask on.
- You must leave to eat!

Additional Cleaning Steps

- Wash your hands with soap before touching any cooking utensil or surface
- Please use the bleach/water solution in the blue spray bottle to wipe down all surfaces after you finish using the kitchen - if you need more cleaning solution, ask your RA
- Remove all expired or almost empty items from the refrigerator
- Take out trash with you to the dumpster, do not leave it
- Wash all appliances down that you use

Preventing Spread

- Please bring your own dishes and utensils or bring disposable.
- When possible, also bring your own cookware and bakeware, take it with you too.
- Only touch what you need. All cabinets will be labeled to reduce searching and touching.
- PLEASE return stuff to where you found it!
- If others are not following these rules, please report it to your RA promptly. If not, everyone may lose access.