

## **Use of the Deane Center 2nd Floor Kitchen**

The kitchen will be provided to you in clean and fully operational condition. It is your responsibility to return it in the same condition. Please follow these guidelines:

1. **Appliance Use:** Turn off and clean all appliances (microwave, etc.) if used.
2. **Personal Belongings:** Remove all personal items. Double-check for any belongings left behind, including utensils, containers, or food.
3. **Dishes and Serviceware:** Scrape all dishes and serviceware (dispose of waste in the trash, not the sink) and rinse them.
4. **Refrigerator and Stove:** Empty and wipe down both the inside and outside of the refrigerator and stove if they are dirty.
5. **Counters and Tables:**
  - Clear and wipe down all counters.
  - Clear and wipe down all tables.
6. **Sinks:**
  - Empty and wipe down the sink.
  - Clean the walls adjacent to the sink and countertops if dirty.
7. **Floor Cleaning:** Sweep and mop the floor, ensuring it is free of debris. Clean up any spills immediately to avoid accidents.
8. **Oven Use:** If the oven was used, turn it off and clean it.
9. **Rental Equipment:** Remove all rental equipment from the property.
10. **Dishes and Serveware:** Do not remove any dishes, plates, or serveware from the property. These items are needed for our own use, even if borrowed for your event.
11. **Garbage:** Collect all garbage, bag it, and tie the bag. You may leave it in the room, and our staff will dispose of it in the dumpsters.
12. **Safety and Maintenance:** Report any broken or malfunctioning equipment to management. Ensure all kitchen equipment is in proper working condition before leaving.
13. **Lights:** Turn off all lights when you are finished.
14. **Locking Up:** If you are the last ones in the building, please lock the back door as you exit. Instructions will be provided upon arrival.

Thank you for using the Deane Center for your event!