

KITCHEN & BATHROOM GUIDELINES AND INSTRUCTIONS:

1. Cleanliness, sanitation, and order are important! Prior to each event, FBC janitorial staff will ensure that the kitchen is mopped, cleaned, and in order. Proper instructions on use of equipment will be given to the user before each event.
2. An FBC representative must be present when the kitchen is in use.
3. For private events and outside groups, the user is responsible for all paper products, cups, & utensils.
4. After each event the user must be responsible for the following:
 - All dishes should be washed, dried, and put up.
 - All counters and sinks should be sanitized.
 - If tea machines/coffee pots are used, they should be washed, dried, and returned to their proper place.
 - All food items must be stored or discarded.
 - All tables and chairs should be wiped off and sanitized.
 - Sinks including the hand sink should be scrubbed and sanitized after each use.
 - The floors should be swept.
 - The garbage should be removed from the building and placed in the dumpster.
5. The church will provide for user:
 - Refrigerator and freezer space (if available) and ice if desired.
 - Plastic gloves for all people handling food.
 - Cooking utensils, pots, and pans (if requested on application).
 - Dishwashing soap, plastic wrap, aluminum foil, paper towels, oven mitts, cloth towels, scrubbing brushes, pads, and cleaning items
 - Protective pads/boards for hot items for serving tables
6. Dirty towels, oven mitts, etc. will be washed/dried by the FBC. Clean items will be made available for each group/individual using the facility,
7. Prior to each use, the bathroom will be cleaned, mopped, and stocked with toilet paper, soap, and hand towels by the janitorial staff.
8. Before and after each use of the facility, the facility should be checked by the user with an FBC representative. Following the inspection, the FBC representative will be responsible for closing the building. Documentation of any problems and/or damages should be made by the user with the FBC representative.
9. Tablecloths are available with permission. The clothes must be professionally cleaned at users expense immediately following event.