

## CHURCH KITCHEN EQUIPMENT – PROPERTY REMOVAL GUIDELINES

**The following guidelines apply to removal of any items from the Church Kitchen and which are removed from the Church Property.**

**Permission:** Approval must be obtained from the church secretary, Sherry Erler at 858-7191 between 8:30 a.m. and 1:30 p.m., Monday –Friday, before removing any items.

**Sign-out:** All items removed from the kitchen must be signed and signed in upon return using the Sign-out sheet located in the Kitchen.

**The Sign-out Sheet is located on the Kitchen wall between the Refrigerator and the main Kitchen Door**

**Cleaning & Washing:** All dishes and Kitchen Equipment must be washed and sanitized  
Coffee urns must be thoroughly cleaned, and can not simply be rinsed out  
All dishes that have left the kitchen MUST be washed, even if they were not soiled.  
Please ensure that all items are kept clean en route by covering them with a clean linen

**Returning Equipment:** Please return all borrowed items as soon as possible after your function and ensure everything is put back in its designated place.

**Tablecloths and linens:** See *Tablecloths Cleaning Instructions* sheet

**IMPORTANT:** These guidelines are intended to ensure SCC maintains a safe and orderly kitchen

**The SCC Kitchen is used weekly as licensed kitchen by Sardis DoorWay, and is therefore subject to inspections by health department officials.**