

# HBC Kitchen Shut Down Checklist

## Before leaving – Please complete the following tasks:

- \_\_\_\_\_ Turn OFF all stove controls.
- \_\_\_\_\_ Turn OFF all team table controls.
- \_\_\_\_\_ Securely close ALL refrigerator and freezer doors.
- \_\_\_\_\_ UNPLUG ALL coffee makers. This is especially important for the Bunn maker.
- \_\_\_\_\_ Shut the Ice maker door and be sure ice scoop is NOT inside the ice maker.
- \_\_\_\_\_ Dispose of all trash properly.
- \_\_\_\_\_ Wipe down all counter tops and clean appliances.
- \_\_\_\_\_ Place used towels in bag at the end of the island.
- \_\_\_\_\_ Turn off all lights and close all doors.

All food left in the refrigerator should be marked with date and person/group it is to be used for. All unmarked food will be thrown away or used for group dinners.