

# Kitchen Inspection

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| <u>Before</u> | <u>After</u> |   |
|---------------|--------------|---|
| _____         | _____        | POTS, PANS, UTENSILS CLEAN AND DRY AND RETURNED TO STORAGE  |
| _____         | _____        | PLASTIC BOTTLES AND ALUMINUM CANS <u>ONLY</u> ARE DEPOSITED IN RECYCLING CONTAINER IN MULTI-PURPOSE ROOM. |
| _____         | _____        | CLEAN DISH TOWELS IN DRAWERS ( <i>SINCERE INTENT TO RETURN CLEAN TOWELS WITHIN THREE DAYS</i> )           |

### OUTSIDE KITCHEN AREA (IF USED)

|       |       |  |
|-------|-------|--|
| _____ | _____ | - TURN OFF STOVE AND RICE COOKER GAS LINES   |
| _____ | _____ | - CLEAN SINKS  |
| _____ | _____ | - RINSE OFF CONCRETE IF NEEDED   |
| _____ | _____ | - EMPTY GARBAGE CANS   |
| _____ | _____ | ALL PERIMETER DOORS LOCKED<br><i>(Note: (1) Ensure Kitchen door to outside cooking area is locked when leaving—door lock button must be pushed in.<br/>(2) Currently, do not attempt to lock the doors that are from the Lobby into the Multi-Purpose Room or Gym.</i> |

**NOTE:** Lights are motion sensed and turn on and off automatically. Kitchen Heater and Air Conditioning Unit temperatures are preset and will automatically turn on and off based on programmed time. If it's too cold or hot, you can manually adjust the settings.

Remarks/Comments/Anything Needing Special Attention – **Kitchen:**

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# Contact Information

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**Date of Event:** \_\_\_\_\_

**Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Name of Organization:**  
\_\_\_\_\_

**Person Making Inspection:**  
**Before:** \_\_\_\_\_ **After:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

## Alarm System has been Activated

**Alarm System:**  
Was the Alarm on when you entered?  
 Yes  No

Did you turn on the Alarm when you left?  
 Yes  No

Explain  
\_\_\_\_\_

Did you have any problems with the Alarm?  
 Yes  No

If so(please explain):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Annex Inspection

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| <u>Before</u> | <u>After</u> |  |
|---------------|--------------|--|
| _____         | _____        | SOUND SYSTEM TURNED OFF  |
| _____         | _____        | THERMOSTAT UNIT TURNED OFF IF MANUALLY ADJUSTED.   |
| _____         | _____        | ALL PERIMETER DOORS LOCKED.<br><i>(Note: Currently do not attempt to lock the doors that are from Lobby area into the Gym and Multi-Purpose Room.)</i> |
| _____         | _____        | RESTROOMS CLEAN (Sweep floors of any paper.)   |
| _____         | _____        | CLEANUP DEPOSIT, IF ANY --<br>FAILURE TO COMPLETE THE ABOVE MAY RESULT IN FORFEITING DEPOSIT.  |

**NOTE:** Lights are motion sensed and turn on and off automatically. MPR and Classroom Heater and Air Conditioning Unit temperatures are preset and will automatically turn on and off based on programmed time. If it's too cold or hot, you can manually adjust the settings. The Gymnasium Heater and Air Conditioning Unit must be turned on at the thermostat between the stage and wheelchair lift.

Remarks/Comments/ Anything Needing Special Attention – **Annex Building:**

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# Annex Inspection

**PLEASE CHECK:**

GYM \_\_\_\_\_ STAGE \_\_\_\_\_ MULTI-PURPOSE RM \_\_\_\_\_  
CLASSROOM \_\_\_\_\_ RESTROOMS \_\_\_\_\_  
OUTSIDE KITCHEN \_\_\_\_\_

**Before After**

\_\_\_\_\_ FLOOR CLEAN (SWEPT AND MOPPED)  
(NOTE: If not in the Janitor Closet, mops/buckets are in the back/6<sup>th</sup> Street Lot.)

\_\_\_\_\_ GARBAGE CANS EMPTIED AND RELINED. NOTE:  
Dumpsters in south parking lot are for garbage (blue dumpster) and clean cardboard (white dumpster).

\_\_\_\_\_ HOT WATER COUNTERTOP UNIT SWITCH OFF

\_\_\_\_\_ PLASTIC BOTTLES AND ALUMINUM CANS ONLY  
ARE DEPOSITED IN RECYCLING CONTAINER  
IN MULTI-PURPOSE ROOM.

\_\_\_\_\_ CHAIRS AND TABLES IN PLACE (Note: Wipe tables  
and dry before returning to cart.)

*-GYM: For chair carts from under the stage, when stacking chairs on top remember only 3 high. For the table cart, the very bottom table is top up and the remaining tables are top down.*

*-Multi-Purpose Room (MPR): Chairs on Chair Cart and plastic tables on cart in MPR are to be used in MPR only. For stacking tables on MPR cart, first table on bottom is top up, then next table is top down, then bottom to bottom, top to top. This stacking style is necessary to keep rust marks from forming on the table tops.*



San Jose Buddhist Church Betsuin

# Inspection Report for Annex

**Before and After Using the  
Annex**

**Please return Complete Form to  
the Betsuin Office**

REV 12.15.17

# Kitchen Inspection

**PLEASE CHECK**

INDOOR KITCHEN \_\_\_\_\_ OUTSIDE KITCHEN \_\_\_\_\_

**Before After**

\_\_\_\_\_ FLOOR CLEAN (SWEPT AND MOPPED)  
(NOTE: If not in the Janitor Closet  
mops/buckets are in the back/6<sup>th</sup> St. Lot)

\_\_\_\_\_ GARBAGE CANS EMPTIED AND RELINED.  
NOTE: Dumpsters in south parking lot are for  
garbage (blue dumpster) and clean cardboard  
(white dumpster).

\_\_\_\_\_ SINKS AND SINK DRAIN STRAINERS CLEAN  
(10/2016: DRAIN STRAINERS TO BE ORDERED)

\_\_\_\_\_ COUNTERS WIPED AND CLEAN, INCLUDING  
CENTER ROOM WORKING TABLES

**STOVE, OVEN AND WOK UNITS (INSTRUCTIONS FOR USE ON  
WALL NEAR RIGHT STOVE):**

\_\_\_\_\_ - GAS LINE SWITCHES OFF (CHECK LEFT AND  
RIGHT STOVE UNITS)

\_\_\_\_\_ - LIGHTS OFF OVER STOVES

\_\_\_\_\_ - WOK GAS LINE SWITCH OFF

\_\_\_\_\_ - ANY SPILLS CLEANED UP ON STOVE TOP

\_\_\_\_\_ - EXHAUST AND MAKE UP FAN SWITCHES OFF

\_\_\_\_\_ - BRAISER CLEAN (INSTRUCTIONS FOR  
CLEANING ON WALL NEAR RIGHT STOVE)

\_\_\_\_\_ - REFRIGERATOR CLEAN (ALL FOODS AND  
DRINKS BROUGHT IN FOR EVENT ARE TAKEN  
HOME AT END OF EVENT)