

SAN JOSE BUDDHIST CHURCH BETSUIN
INSPECTION REPORT BEFORE AND AFTER USING **THE KITCHEN**
(Alarm System Has Not Been Activated)

Please fill in form below and return with the key(s) within twenty-four (24) hours after the event.

Date of Event: _____ Start Time _____ End Time _____

Name of Organization/Event: _____

INSPECTION

BEFORE

AFTER

(if dirty, check here)

(if dirty, check here)

FLOOR CLEAN (SWEPT AND MOPPED) (NOTE: If not in the Janitor Closet, mops/buckets are in the back/6th Street 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)

OUTSIDE KITCHEN AREA (IF USED, TURN OFF STOVE AND RICE COOKER GAS LINES, CLEAN SINKS, RINSE OFF CONCRETE IF NEEDED, AND EMPTY GARBAGE CANS)

POTS, PANS, UTENSILS CLEAN AND DRY AND RETURNED TO STORAGE

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

CLEAN DISH TOWELS IN DRAWERS (SINCERE INTENT TO RETURN CLEAN TOWELS WITHIN THREE DAYS)

ALL PERIMETER DOORS LOCKED (Note: (1) Ensure Kitchen door to outside cooking area is locked when leaving—door lock button must be pushed in. (2) Currently, do not attempt to lock the doors that are from the Lobby into the Multi-Purpose Room or Gym.

CLEANUP DEPOSIT, IF ANY -- FAILURE TO COMPLETE THE ABOVE MAY RESULT IN FORFEITING DEPOSIT.

NOTE: Lights are motion sensed and turn on and off automatically. Heater and Air Conditioning Units 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:** _____

Person Making Inspection: BEFORE _____ AFTER _____

Telephone: _____ E-mail Address: _____

PLEASE RETURN COMPLETED FORM TO THE BETSUIN OFFICE