

## WOOD LAKE COMMUNITY CENTER KITCHEN RULES

- (1) When your event is over, wipe all counters, tables and chairs. Return tables and chairs where you found them. Clean up any spill from the floor. There are cleaning supplies in the custodial room (#3).
- (2) Take garbage out to double dumpster located on the east side and to the rear of the building.
- (3) Wash dishes and silverware and return to cabinets. Wash coffee pots and servers and put them away. DO NOT SUBMERGE ELECTRIC POTS OR COFFEE SERVERS IN WATER. Hang towels and dish cloths on the rack to dry. DO NOT TAKE THEM HOME, THE CUSTODIAN WILL LAUNDRER THEM. Make sure sinks are rinsed and wiped clean.
- (4) Turn off all stove burners and fans. The stove burners stay hot for a few minutes. The instruction manual for the stove is in a drawer under the south serving window.
- (5) Kitchen outlets: You can easily "trip" the circuit breakers by overloading the circuits. To avoid this; be careful not to plug two electric ovens into the same circuit. The circuits are numbered at the outlets. Example: Do not plug in two ovens into an outlet labeled #24. Rather choose outlets with different numbers.
- (6) On your way out, please see that all the lights in the kitchen, rest rooms and meeting rooms are turned off. Also make sure all outside doors are locked.
- (7) Please remove all food items left over from your event from the refrigerator and freezer.

NO RED BEVERAGES ARE ALLOWED!!!

THE WOOD LAKE COMMUNITY CENTER IS AN EXCELLENT FACILITY AND WITH PROPER CARE WILL BE A BUILDING TO BE PROUD OF FOR MANY YEARS TO COME.

THANK YOU!