

## **Kitchen Safety Rules & Checklist for Cleaning**

October 8, 2003

**Revised version approved November 15, 2009**

### **Safety rules:**

1. Review where the fire extinguisher, fire alarms, phones, emergency exits, and first aid kits are located.
2. The stove and oven are natural gas fired. **THE STOVE AND OVEN ARE ALWAYS HOT** because of their pilot lights. Do not place plastic, paper, wooden, or any other combustible items on top of the stove or oven.
3. Wear sensible clothing to protect yourself from falling objects, hot spills, and machinery: closed shoes, long pants, no loose jewelry or loose clothing. When working in the dish machine room, be aware of the indirect drains and the soapy water that may be nearby. Old shoes may be preferred.
4. Never leave pans on the stove or in the ovens unattended.
5. Keep pan handles turned in to prevent them from being knocked over.
6. **First aid for burns:** Put the burned area in ice water and keep there as long as you can. Do NOT put butter or any type of grease on a burn.
7. **First aid for cuts:** Rinse the cut in cold water for a few seconds; apply pressure until you can bandage it.

### **Checklist for cleaning:**

1. Wash, dry and put away all utensils, pots, pans, trays, and any other items used.
2. Wipe down counters.
3. Clean out sinks.
4. Clean/rinse out coolers and/or coffee urns.
5. Clean all appliances and work surfaces.
6. Sweep kitchen floor.
7. Mop floor, if needed, using mop and bucket located in the dish machine area.
8. Clean off rolling carts.
9. Drain dish machine and turn off controls to sprayer.
10. All trash must be properly bagged and carried to the church waste bins located at the end of the Activity Building parking lot.