

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
KITCHEN RULES PP 49**

**TO KEEP A HIGH STANDARED OF CLEANLINESS AND  
ORGANIZATION IN OUR KITCHEN WE NEED YOUR HELP IN  
THE FOLLOWING AREAS:**

1. Please return all equipment and utensils to the properly labeled areas.
2. If using kitchen, cloths, aprons, and towels please take them home and launder and return them to the kitchen cleaned.
3. Clubs and organizations are responsible for the cleanliness of the kitchen and equipment when using outside caterers.
4. Be aware that you have 24 hours after your event to remove surplus food in the refrigerator and freezer. Contact kitchen manager for exceptions. Please label your organizations name on your food container.
5. Keep ceiling exhaust fan on at all times.
6. Keep oven exhaust fan on when cooking.
7. After event sweep & mop floor, take rubbish outside back door. (mop and wringer in men's room closet)
8. If you can't clean up from your event hire someone to do the clean up. Clean up must be completed that evening or early the next morning.
9. Lock kitchen when you leave.
10. If you need instructions on use of equipment call the kitchen manager.

**THANK YOU FOR YOUR COOPERATION - KITCHEN MANAGER**