



City of Halsey

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Kitchen Cleaning Checklist

__ Wash all dishes and implements using the Wash-Rinse-Sanitize process in the three compartment sink.

__ Wash the sink and sanitize it, paying extra attention to corners, edges and around the faucet and handles.

__ Clean all surfaces including: table tops, the top and front of the stoves, the hoods, freezer and refrigerator.

__ Make sure all small appliances and burners are turned off.

__ **Make sure the freezer lid is closed!**

__ Wipe any splatters or splashes off the walls.

__ Take out the trash and replace the trash bag.

__ Sweep and mop the floor.

Wash-Rinse-Sanitize Process

The right compartment is the "Wash" sink. Fill it with hot water and dish soap. The middle sink is the "Rinse" sink and should be filled with hot, clean water. The left sink is the "Sanitize" sink: it should be filled with cool water with 1 teaspoon bleach per gallon of water. ***Never mix bleach with ammonia or other cleansers, it may release toxic fumes.** Dishes should then be set to air dry, either on the drain board of the sink or on the drying rack to the right of the sink.

It is important to use the sinks in the order described above because the drains from the three sinks are different. The wash and the rinse sinks must drain through the grease trap (the black box on the floor.) The sanitize sink can double as a prep sink, but it must drain into the floor sink below.

Cleaning Supplies and Mop Buckets

Mop Buckets can be filled from the sink in the Community Center or the sinks in the restroom. It cannot be filled in the kitchen sink. Cleaning supplies are on the bottom shelf of the drying rack in the kitchen, and in the closet in the hallway. Trash cans are located at the north end of the building. Extra bags can be tied off and set next to the can.