**PLEASE COMPLETE AND RETURN THIS FORM TO THE FOLDER LOCATED IN THE LONG CUPBOARD**

**Name of responsible person** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact number**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **PLEASE COMPLETE THIS SECTION AT THE BEGINNING OF THE EVENT*** If completed X If not completed
 |  |
| Leader of group has read Food Safety notes  |  |
| All hands washed before and after handling food |  |
| No coats nor bags to be brought into the kitchen  |  |
| Work surfaces cleaned using 2-stage process \* spray with cleaner and wipe with clean cloth then repeat with sanitiser spray and clean cloth (items found under the sink) |  |
| Wall fan switched on when dishwasher used |  |
| When using dishwasher use appropriate white trays under the clean/ dirty baskets to avoid cross contamination |  |
| Cooker hood switched on when cooker used |  |
| Hot water heater turned to on position (to the left of the kitchen) |  |
| Coffee Urn and drinking hot water heater turned on with tray fully inserted |  |
| Tables cleaned using 2-stage process\* before and after event using cloths provided  |  |

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| **PLEASE COMPLETE THIS SECTION AT THE END OF THE EVENT*** If completed X If not completed
 |  |
| Dishwasher emptied, drained and cleaned  |  |
| Dishwasher filter cleaned and basket correctly put back in dishwasher  |  |
| Dishes and cutlery to be completely dried before storing |  |
| Oven cleaned inside and top cleaned **and** all cooker knobs turned to off position |  |
| Turn off the Coffee Percolator, the Urn **and** the water heater and extractor fan and cooker hood |  |
| Sinks and worktops and floor swept are left clean and tidy. No items to be left. |  |
| Work surfaces cleaned using 2-stage process \* spray with cleaner and wipe with clean cloth then repeat with sanitiser spray and clean cloth (items found under the sink) |  |
| All food to be taken home or disposed of in Large Green Food Bin (located by Refuse Bins in the garden at the rear of Room 4) |  |
| All bins to be emptied into appropriate bins located in the church garden. All bin liners to be replaced. Bin liners are located in the kitchen drawer.  |  |
| Fridge emptied **and** left clean |  |
| Regular church groups may leave food in the fridge, but it must be clearly labelled. |  |
| J cloths disposed of in silver waste bin (by kitchen door) |  |
| Tea towels and white dishcloths to be put into labelled clear bins on worktop |  |
| All windows **and** doors and kitchen hatch are closed, **and** blinds are open |  |
| Tables and chairs are stored back into original place (in alcove) |  |
| Room and floor are left clean and tidy |  |
| All windows closed and lights switched off |  |
| Electrical items are switched off – including the microphone if used. |  |
| Emergency exit doors in Room 4 are properly closed. |  |
| Keys left at the Church office |  |

\* 2-stage cleaning means wiping down the surfaces with the cleaning spray to remove dirt, and then wiping them down 5 minutes later with the sanitising spray to kill germs. Please use the supplied white cloths under the sink and pop these in the provided bins on the worktop at the end of the event.

Thank you for helping to keep our halls and kitchen clean.