

# Instructions for Kitchen Cleaning

## Daily

- REMOVE CLEAN DISHES & SILVERWARE FROM THE DISHRACK
  - Return clean dishes to the designated (labelled) spots  
(TBEP common dishes only - individuals are responsible for removing personal items)
- QUICK RINSING & DRYING OF COFFEE BASE
  - Detach the coffee base from the brewer and run under the tap to remove coffee grinds
  - Dry and return to the brewer
- MICROWAVE
  - Wipe food stains from the inner surface and the rotary dish
  - Wipe smudge stains, hand prints and food off the outer surface
- TOASTER
  - Pull out and empty crumb tray from the bottom of the oven
  - Wipe and return the tray
- TOASTER OVEN
  - Wipe smudge and handprints from door, glass surface, and knobs

## End of Week

- REMOVE UNLABELLED & SPOILED FOOD FROM FRIDGE & WIPE FRIDGE HANDLE
  - Check the fridge for spoilage and discard the containers
  - Wipe all internal and external surfaces with Lysol and dry with paper towels
- REPLACE SPONGE IN SINK
  - Discard the old sponge and replace with a new one – if the sponge is large, cut in half
    - New Sponges are located in the cabinet beneath the sink
- WASH ALL REMOVABLE PARTS OF COFFEE MACHINE
  - Remove all detachable parts
  - Wash with soap, rinse and re-attach to brewer
- CLEAN KETTLE
  - Fill the kettle with a mix of vinegar/water – soak for about an hour then rinse
  - Scrub with a sponge to remove any leftover particles
    - There are kegs of vinegar in the cabinets nearest the microwave oven
- REPLACE ALUMINUM LINING ON TOASTER TRAY (as needed).
  - If the lining is filled with crumbs, remove and replace with a fresh sheet
    - Aluminium lining is located in the cabinet area next to the microwave oven