

End-of-School-Year Kitchen Closure Checklist

INVENTORY MANAGEMENT:

- Take inventory of all food items.
- Use up perishable items.
- Secure non-perishable items for storage.

EQUIPMENT MAINTENANCE:

- Clean and sanitize all kitchen equipment.
- Schedule any necessary repairs or maintenance.
 - Hood Cleaning
 - Floor Cleaning
 - Grease Trap
 - Painting or floor repairs
 - Lighting
- Turn off and unplug all small equipment not in use.

CLEANING AND SANITIZING:

- Thoroughly clean and sanitize all surfaces, including countertops, sinks, and floors.
- Clean and sanitize all utensils and equipment. (See Cleaning Chart)
- Consolidate and clean refrigerators and freezers.

PEST CONTROL:

- Ensure all areas are free of pests by scheduling pest control services if necessary.
- Seal any openings where pests could enter.

DRY STORAGE:

- Store all food items properly to prevent contamination.
- Discard all outdated food items.
- Label and organize stored items for easy retrieval when school resumes.

DOCUMENTATION:

- Complete any required paperwork, including inventory reports and maintenance logs.
- Keep all documentation organized and easily accessible.

SECURITY:

- Ensure all doors, windows, and entry points are secure.

COMMUNICATION:

- Notify staff, suppliers, and relevant authorities of the kitchen's closure and reopening dates.
- Schedule refrigerator/freezer temperature checks.
- Leave contact information for emergencies.

FINAL CHECKS:

- Double-check that all small appliances are turned off and unplugged.
- Lock all doors and windows securely.

FUTURE PLANNING:

- Make a plan for reopening the kitchen, including any necessary preparations and staffing.

