



Our lives have changed quickly during this COVID-19 pandemic, and as House Corporation Boards we are closing up the chapter house earlier than anticipated for the summer. Although normal move out, graduation, etc. are different than years past, your kitchen still needs to be cleaned, serviced and locked down for the summer to prepare for the fall.

At Upper Crust Food Service, we take great pride in preparing our kitchens for the summer closure and leaving the facility clean and ready for the Fall.

Here is a Kitchen Closing Checklist to help you, if you are not using a food service operator or Upper Crust Food Service:

1. Ensure all food is properly stored or disposed of, as necessary, prior to leaving
2. All ovens – cleaned, including racks and stove tops
3. Fryers cleaned with gas turned off, dispose of grease, place cookie sheets over the fryers
4. Grease pans washed
5. Grills, flat tops cleaned and shiny
6. Light fixtures in hood – removed and cleaned
7. Wash filter vents from hoods in dishwasher and replace
8. Refrigerator cleaning – racks, walls, drawers, etc.
9. Dish machines – cleaned, free of debris, water drained and turned off
10. Soda machines
 - a. Unhook soda boxes and stack in one place for pick up
 - b. CO2 bottles, call for pick up
 - c. Clear soda machine with only water left
 - d. Unplug soda machine
11. Juice machine – clean, remove and dispose of any leftover juice, unplug
12. Wipe out milk machines, remove milk bags
13. Clean coffee pots and store in dry storage
14. Cereal dispensers – emptied and cleaned
15. Sinks – scrubbed, left free of debris, including back splash
16. Counter tops, cleaned and free of debris
17. Wipe walls, backsplashes – free of grease, spots and debris
18. Sweep and mop behind and under all equipment
 - a. Yes, this means pull all equipment away from the walls if possible.
19. Floors, decks scrubbed, sanitized and mopped
20. Clean mop buckets, drain buckets, clean mop heads
21. All trash cans – scrubbed, drained
22. Take all trash out
23. Lock pantries

This list may seem extensive but taking the extra time to properly close your kitchen will result in equipment lasting longer and less work for your chefs when returning for the Fall. We recommend this cleaning checklist in the Spring and also at the Holiday break with targeted weekly cleanings during the school year.

In addition to this cleaning list there are a few additional items that you should consider on an annual basis.

1. Schedule deep cleaning of kitchen equipment (high pressure steam)
2. Schedule deep cleaning of tile & grout (any ceramic/tile/stone areas) (high pressure steam)
3. Service all your kitchen equipment on an annual basis, so that it is ready when you start in the Fall

Preventative maintenance saves money and headaches in the long run. If you have questions about your kitchen feel free to contact Upper Crust Food Service at the information below. Have a great summer and we look forward to the return of your members this fall. If you are interested in receiving a quote about food service for this Fall 2020, please reach out to Shana Smith at the contact information below.

Stay safe and we all with get through this together, please let us know if you have any additional questions about how COVID-19 affects your kitchen operation or listen to the COVID-19 Townhall meeting online.

Upper Crust Food Service is the preferred food service provider of 1848 Properties and Phi Gamma Delta. For more information and a no obligation proposal visit www.uppercrustfoodservice.com/phi-gamma-delta/ or email Shana Smith, Director of Strategic Partnerships at shana@uppercrustfoodservice.com.