



Cleburne Conference Center

Kitchen Cleaning Agreement

1. All trash is to be removed from the kitchen area
 2. Trash cans are returned to the kitchen
 3. All countertops are to be wiped down
 4. Sinks and disposal are to be cleaned of food scraps and wiped down
 5. Floors are to be swept and mopped if necessary
 6. Stoves, ovens, holding ovens, microwaves and refrigerators are to be wiped down inside and out
 7. All equipment is to be cleaned and returned to the kitchen
 8. All rental items are to be kept together and placed in the "rental return area"
 9. The kitchen must be inspected by the Operations Manager or his/her representative before client leaves
 10. NO CHILDREN ALLOWED IN THE KITCHEN OR DOCK AREA
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Caterer / Food Coordinator

Event

Date

Kitchen Deposit

Conference Center Representative _____