

## 2024-2025 Waterloo Indigenous Student Centre (WISC) Kitchen Protocols: User Check-Out Procedure

The WISC Kitchen User is expected to review and complete the following check out procedure before leaving the kitchen for the day.

### Check Out

1. WISC Kitchen users are responsible for all cleaning associated with their individual use of the WISC Kitchen space and are expected to leave the space better than they found it.
2. Two-way active communication is expected between WISC staff and WISC Kitchen users whenever possible. Please notify WISC staff of any incidents that happen within our space by emailing [wisc@uwaterloo.ca](mailto:wisc@uwaterloo.ca) right away– this is in effort to alleviate/remove any opportunities for miscommunication, human error and/or memory lapses.
3. If the WISC Kitchen user breaks an item and/or notices that an item has gone missing, the WISC Kitchen user will add the item to the physical WISC shopping list (black chalkboard on the wall) and/or virtually through the nearby QR code link to an online version of the WISC shopping list.
4. Only students and/or group designates who have been approved via the **2024-2025 WISC Kitchen Protocols: User Agreement Form** and/or the **2024-2025 WISC Kitchen Protocols: Group Booking User Agreement Form** are permitted on premise for 'After-Hours Access'.
  - a. When multiple Users are in the space - Users are to communicate clearly with one another so that delegation and/or volunteering of cleaning is done so fairly, equitable and all are in agreeance of which cleaning tasks everyone is responsible for completing prior to vacating the space.
  - b. The 'active' kitchen user (the one who has fobbed the door) is responsible for closing the door as they leave. Do not allow any other individuals to remain in the kitchen without using their own fob.

## Check-Out Procedure:

- ❑ Ensure any food that needs to be stored is put away properly
  - Everything should be labelled with “first/last name, date and contact information”. Labels can be found under the chalkboard by the door and pens/markers on the counter next to labels
- ❑ Wash all the cooking tools, dishes and utensils, along with the following steps
  - Wash, dry, and put the dishes away
  - Clean the sink and drain, using an appropriate cleaner/disinfectant
- ❑ Wipe down surfaces, including counters, tables, and stovetop. In accordance with the Food Safety Awareness FS1001 modules that includes:
  - First using one cloth to remove dirt and debris
  - Secondly, using an appropriate disinfectant spray with a separate clean cloth
- ❑ Sweep the floor and dispose of any food scraps; mop the floor as needed
  - Removing/lifting/moving the anti-fatigue (or ‘Auntie Fatigue’, as we like to call it...ha-ha) mats is required to properly clean the floor
- ❑ Check the fan ventilation to ensure it is clean and working properly
- ❑ Ensure that appliances are turned off
  - This includes the stove, microwave, coffee maker
- ❑ Add any low/missing ingredients or items to the shopping list physically on the wall, or the QR code found with the physical shopping list
- ❑ Close raised-panel door with winding ‘arm’ on the right-hand side, and push the locks (two knobs found on the bottom corners) are moved away from open
- ❑ Close the kitchen door as you leave.
- ❑ Close blinds, turn off lights and ensure main WISC entrance door is closed behind you (applicable to After-Hours approved users only)