

Catering Kitchen Use Policy
FedEx Global Education Center
Effective August 1, 2023

- ✓ The submitter of the request is responsible for compliance on behalf of their unit.
- ✓ You may store items in the kitchen up to one week prior to your event in your department's locker.
- ✓ Access to the kitchen during an event is for event staff only.
- ✓ No household cooking equipment is permitted in the Catering Kitchen - only equipment that has been professionally installed and inspected by the University Fire Marshall.
- ✓ If inspected by Maynard Torain, you may use a commercial grade hot plate for heating only.
- ✓ You will be responsible for returning the kitchen to this condition before you leave after your event.
- ✓ If you are using a caterer, let them know that cleanup is mandatory after the event.

Reserving the Catering Kitchen (#1106)

1. Book your request in 25Live.
 - Reservations made with less than one week's notice may not be approved (due to employee vacations, etc.)
2. Sign this Catering Kitchen Use Policy and email it to Walker Winslow.
 - 25Live requests for the Catering Kitchen will not be approved without this signed form
3. When your request is approved in 25Live, forward the approved email to Maynard Torain to receive a key code specific to your event.
 - This code will be good for 1 week before your event (setup) and 1 day after (tear down).

Post Event:

- 1. Complete Post Event Checklist**
2. Remove all food from kitchen.
 - If you have leftovers, take them to your department's breakroom.
 - Leave nothing behind in the refrigerator, freezer, oven, or storage spaces.
3. Reset the kitchen to the way you found it.

Important to note:

- ✓ An additional \$1,200 will be charged if the kitchen is not thoroughly cleaned and returned to original condition.
- ✓ Failure to return the key to the lock box within 1 day after your event will result in a \$200 charge for rekeying.
- ✓ Failure to comply may result in the loss of future kitchen privileges.

Chart field string: _____

My signature acknowledges that I will comply with the policy above. Failure to do so will result in a \$200 cleaning fee and possible loss of future kitchen privileges.

Date of event: _____

Name of signer: _____

Signature: _____

Date: _____

FedEx GEC - Catering Kitchen

Post Event Checklist



- ☐ Return items taken from cabinets to their appropriate places
- ☐ Clean sink — no food in drain
- ☐ Wipe clean all counters, sink, ovens, etc. with proper cleaning equipment
 - ☐ Cleaning supplies are available for you to use.
 - ☐ Contact Maynard Torain when supplies run low
- ☐ Remove all items from [dishwasher](#) if used (manual available at the link)
- ☐ Clean out coffee maker, remove filter, and wipe machine clean
- ☐ If trays are left for caterer pick-up, clear trays of excess food
- ☐ Remove ALL trash and recycling; insert new bag into trash cans
 - ☐ Dumpsters and recycling bins are in Beard Lot on Pharmacy Lane behind the Global Education Center
- ☐ Turn off [ovens](#) and [heating cabinet](#) if used (manuals available at the links)
- ☐ Sweep and mop the floor if needed
 - ☐ Mop any areas outside the kitchen that are dirty because of your use
 - ☐ Dump out the mop water if used
- ☐ Wipe kitchen carts
- ☐ Report spills or damages to Maynard Torain
- ☐ Remove all items that you brought with you, including food that may be in the freezer or refrigerator
- ☐ Lock all cabinets, turn off the lights, and lock the doors to the kitchen