

# **MAIN KITCHEN & MESS**

Use **PINK** cleaning equipment provided

**ENSURE ALL LOST PROPERTY &  
OTHER BELONGINGS ARE REMOVED**

**DO ALL DISHES; WASH, DRY & PUT  
AWAY IN CORRECT LOCATIONS**

Don't forget the drip trays underneath the hobs

**WIPE DOWN ALL TABLES & BENCH  
SEATS IN MESS AREA**

Also wipe any dirt or marks off walls and window sills

**FOLD & STACK TABLES AGAINST  
PARTITION WALL NEAR FIRE AREA**

**STACK BENCH SEATS NEXT TO  
TABLES ALONG WALL (NO MORE  
THAN 4 SEATS HIGH)**

**WIPE DOWN ALL SHELVES IN BOTH  
KITCHEN, PANTRY & MESS AREAS**

i.e. crockery & cutlery shelves, pantry area, chiller, mess  
etc.

**WIPE DOWN SERVING COUNTER IN  
KITCHEN**

Make sure you wipe the metal wall on side where food is  
collected

Make sure you also wipe down/ partition on kitchen side  
of serving counter

**WIPE DOWN ALL KITCHEN  
SURFACES, & APPLIANCES**

i.e. microwave, toaster, mixer, can opener & wall under  
can opener, wall behind pig bin, outside of all ovens,  
inside of small oven, prep tables, window sills, shelves,  
wall behind the mixer etc.

MOEC Staff or Caterer will clean the inside of the big  
ovens!

**USE A DRY SCRUBBER & REMOVE ANY FOOD ETC. FROM TOP OF HOBS**

These may also need a spray with cooking oil but ask a MOEC staff member or caterer if this is required

Don't forget to remove and wash the drip trays on the hobb and small oven!

**WIPE DOWN COFFEE & TEA AREA**

**TURN OFF ZIP AT THE WALL**

**BAG & REMOVE ALL RUBBISH TO APPROPRIATE PLACE**

Please ensure all bags are tied securely

Don't forget the recycling centre outside



**WASH OUT ALL RUBBISH & RECYCLING BINS WITH HOT SOAPY WATER**

Dry upside down outside before restocking their liners

## **TIDY UP AROUND FIRE-PLACE AREA**

Remove ashes into metal bucket, tidy paper and kindling into box, wipe mattresses of any dirt or marks

## **REMOVE PIG BINS FROM KITCHEN & WASH UP AREA TO OUTSIDE WALL BY BELL**

Don't forget to wipe food off wall behind the pig bins in both kitchen and wash up area.

## **SWEEP ALL FLOORS**



## **SWEEP FLOORS AGAIN**





**REQUEST AN INSPECTION  
FROM MOEC STAFF**

**FILL MOP BUCKETS WITH HOT  
SOAPY WATER. SPLASH AROUND  
ALL FLOORS**

Don't forget inside the pantry and chiller  
Use mops & only small amounts of water within fireplace  
area

**USE BROOMS TO SCRUB THE  
FLOORS**

Don't forget inside the pantry and chiller

**SQUEEGEE EXCESS WATER OUT**

Mess water goes out doors to wash up area & down  
drain

There are holes in the wall in kitchen &  
pantry areas to push excess water



**WIPE DOWN ALL SINKS IN WASH UP  
AREA**

**WIPE ALL FOOD SPLATTER OFF  
WALL BEHIND PIG BIN IN WASH UP  
AREA**

**RETURN ALL CLEANING EQUIPMENT**

4 x Brooms  
2 x Mop Buckets  
4 x Squeegees  
2 x Dust pan & brushes



**CLOSE ALL DOORS & TURN OFF ALL  
LIGHTS**

# **REQUEST FINAL WALK THROUGH FROM MOEC STAFF**

An adult representative from the cleaning group must be present for this final inspection

Report any damage or issues needing attention during this inspection



**THANK YOU!**