



CLEANING & SANITATION PROCEDURE

This Document is intended to be used as "Attachment A" for the WSDA Food Processor License Application.

Operations at Our Community Kitchen

Our Community Kitchen is a membership-based, shared commercial commissary kitchen. We have one location in Olympia, Washington.

Spaces within the Commissary/Commercial Kitchen are available for month-to-month lease. Members are required to operate within the practices and guidelines outlined in our Kitchen Handbook, in compliance with the Health Department requirements and regulations for sanitation and cleanliness. Members have access to and use selected shared equipment and cleaning products during their use and clean-up of the leased space.

Our Community Kitchen takes into account the potential of space being used by creators of all types of food products, therefore the selection of cleaning products and protocols is made to support this endeavor.

Water Source

Our water source is from the City of Olympia / Municipal Water

Client Cleaning Schedule:

1. Fixtures - Daily
2. Appliances (refrigerator/oven/stove/equipment interior and exterior - cleaned and dried) - Daily
3. Floor Maintenance (sweep and light mop) - Daily
4. Wall Maintenance (wipe down) - Daily
5. Work Surfaces (stainless tables, counter tops and back splashes) - Daily
6. Storage Surfaces (stainless cooler, freezer, dry racks) - Weekly

Janitor Cleaning Schedule:

1. Fixtures - Weekly
2. Appliances (refrigerator/oven/stove/equipment interior and exterior - cleaned and dried) - Weekly
3. Floor Maintenance (sweep and light mop) - Daily
4. Floor Maintenance (seal / polish concrete) - Every 6 months
5. Wall Maintenance (wipe down - may be more frequent depending on use) - Every 6 months
6. Work Surfaces (stainless tables, counter tops and back splashes) - Weekly
7. Storage Surfaces (stainless cooler, freezer, dry racks) - Monthly
8. Waste Management (may be more frequent depending on use) - Daily
9. Recycling Management (may be more frequent depending on use) - Daily