



## **Kitchen Rules and Regulations**

### **GENERAL RULES**

1. Any tenant manufacturing a product for sale must provide the management with documentation of an approved Food Processors License issued by the State of Idaho Department of Health & Welfare.
2. Any tenant manufacturing a product for sale must provide the management with proof of \$1,000,000 product liability and general liability insurance. The policy shall cover and protect the University of Idaho and its employees with respect to bodily injury and property damage liability arising from Tenant's use of the kitchen premises or from the use, sale, or distribution of products manufactured by the Tenant at the Kitchen.
3. Tenant will successfully complete the required training session on Food & Equipment Safety & Sanitation prior to using the kitchen.
4. Only authorized tenants and their employees are allowed in the building or on the premise.
5. Tenants shall provide the management with all inspection reports or notify the management of any upcoming inspections if applicable.
6. In case of emergency (equipment breakdown, power loss, lack of water, fire, flood, sewage back-up, etc.) follow directions posted on the bulletin board.

### **KITCHEN RULES**

1. Tenants must sign in when entering the kitchen, sign out when leaving and indicate all equipment used. The sign in sheet will be located on the wall next to the kitchen entry or with the manager.
2. All jobs on the Kitchen Users Check List must be completed, signed and dated each time the kitchen is used.
3. Kitchen must be left clean and ready for the next user.

## **KITCHEN SANITATION AND SAFETY**

1. Clean and sanitize all food contact surfaces prior to starting work and after work is finished.
2. Sanitizing solution: 1 teaspoon bleach to 1 gallon cool water.
3. Disposable gloves are to be worn when handling ready-to-eat food.
4. All food in refrigerators, walk-in cooler or freezer must be labeled with owners name, food name and date placed in the cooler. Potentially hazardous food must be self-contained in their own storage container to prevent cross-contamination.
5. Only detergents, cleaning supplies and chemicals provided by the UIFTC may be used unless otherwise approved by the management. No detergents or chemicals allowed in food production area. Cleaning supplies will be stored and locked in the maintenance room.
6. All laundry provided by the UIFTC, including towels, labcoats, aprons, etc., must be placed in laundry baskets in the restrooms when necessary at the completion of production. Do not use any laundry that has already been placed in the laundry baskets.
7. Clean and sanitize all equipment according to posted instructions at the completion of production.
8. Cooler and freezer temperatures will be recorded daily by the manager. If dishwasher is used, wash water and rinse water temperatures must be recorded.
9. Only unopened packages and containers of food are to be brought into the kitchen. Once opened, food can be stored for future use or removed by the tenant.
10. Tenants are encouraged to leave any of their own equipment in the kitchen between scheduled uses. All equipment brought into the kitchen must be washed and sanitized prior to use.
11. All tenants must be aware of the potential food safety hazards from food stored above or beside tenant's food. All raw meats shall be placed in covered containers and stored on the bottom shelf in the cooler or freezer.
12. If ice is needed for food preparation, use ice provided by the kitchen. Remove ice from ice container with the supplied scoop.

## **PERSONAL HEALTH CLEANLINESS AND SAFETY**

1. Hands must be thoroughly washed before starting work, after handling food, after smoking, after using the toilet and after using a handkerchief or tissue. The hand sink in the production area must be used for hand washing. The sink in the restroom must be used after using the restroom facilities. Hands must be washed with hot soapy water for a minimum of 20 seconds and dried with a paper towel.
2. All cuts must be bandaged with waterproof protectors, and watertight disposable gloves should be worn.
3. Tenants with open lesions, infected wounds, sore throats or any communicable disease shall not be permitted to work in the kitchen.
4. No eating or drinking permitted in the kitchen area. No use of tobacco products allowed in the building.
5. All tenants shall be clean and well groomed. Clothing should be made of a washable fabric. No open-toed shoes are to be worn in the kitchen.
6. All tenants are to wear hair restraints provided by the kitchen. This includes the use of both hair and beard nets as necessary.
7. Personal belongings must be kept out of food preparation and storage areas. All personal belongings are to be stored in the designated area or off premises.
8. Remove all insecure jewelry that might fall into food or equipment. Remove hand jewelry when manipulating food by hand.

I have read, understand and agree to be bound by the above conditions. This form is in the nature of a contract, and not merely a form acknowledging receipt of the above rules and regulations.

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NAME

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DATE