

Addendum 3

KITCHEN REQUIREMENTS FRATERNITY & SORORITY HOUSES

1. **Kitchen Use:** The kitchen area in each chapter house is designed for use by a trained and qualified caterer or cook and is not intended for use by chapter residents, guests or visitors. When not in use by the chapter's cook or caterer, the kitchen is to be locked to prevent resident access to or use of the kitchen facility and/or appliances.

Kitchens are not to be used to prepare food for delivery to other chapter houses, facilities or functions, except in emergency situations approved by DFSL full-time staff.

Where existing, residents may use the kitchenette facilities located outside of the chapter's main kitchen. These kitchenettes are typically equipped with microwave and refrigerator.

2. **Required Certifications:** Cooks and caterers hired by the chapter to prepare meals for chapter members must be properly trained as Certified Food Handlers. Chapters will be responsible for the costs associated with the training required for this certification. Prior to the beginning of the fall semester, each chapter shall submit to the Department of Fraternity/SorORITY Life proof that their cook or caterer is a Certified Food Handler.

If at any time during the year, a new cook or caterer is hired, the chapter must immediately submit to DFSL proof of the new cook's/caterer's Certified Food Handling Certification.

3. **Daily and Fall Cleaning:** Following each meal, all kitchen appliances, sinks, counters, and cooking equipment/utensils shall be thoroughly cleaned and disinfected by the chapter's cook/caterer or housekeeping staff. As part of this cleaning, all food materials should be properly stored/secured and all food waste removed to the outside dumpster. Kitchen floor surfaces shall be swept and damp mopped with a cleaner/disinfectant on a daily basis. At the end of the fall semester's meal service, the kitchen should be thoroughly swept, all surfaces wiped down, appliances cleaned and storage cleaned and checked for open food containers.

Daily Cleaning must include the following:

- a. Hood fan, baffles and drip trays (hood fan vents soaked and washed monthly)
- b. Stove grates
- c. Griddles and drip trays
- d. Oven
- e. Grease trap
- f. Three compartment sink
- g. Floors including under appliances and work surfaces
- h. Soda machines

See the required cleaning protocol with recommended treatments at the end of this document.

4. **Annual Thorough Cleaning:** At the conclusion of spring semester service or during the summer, the cook or catering company shall ensure that the kitchen floor, all surfaces and all appliances are professionally and thoroughly cleaned by an outside cleaning contractor. This can be part of the cook/caterers contract or contracted separately by the House Corporation. Inspections will be

made prior to Fall opening. If the cleaning service has not been completed and DFSL has not been notified of alternative plans, the work will be contracted by DFSL and billed to the House Corporation.

5. **Kitchen Equipment Maintenance:** Problems with the operation of kitchen equipment should be reported to the Department of Residential Facilities at 4-WORK (301) 314-9675. Residential Facilities will maintain a contract with an outside contractor to respond to appliance related problems generally within 24 – 48 hours. The contractor will also be tasked with conducting each summer an annual inspection of the kitchen appliances and performing any required preventative maintenance under the direction of Residential Facilities.

6. **Grease Recovery Units (Fraternity Row only):** Each chapter is responsible for having their caterer or cook clean and maintain the grease recovery unit on a daily and weekly basis. Written instructions for the cleaning of the units are posted in each kitchen. Additional copies of the instructions can be obtained from Fraternity and Sorority Life. Grease removed from the grease recovery unit must be deposited in the grease containers provided at the rear of the houses. Grease should never be poured down an interior or exterior drain or placed in the trash dumpster.

In addition to the chapter's daily and weekly cleaning requirements, Residential Facilities will employ an outside contractor to inspect the units on a monthly basis and perform any needed additional cleaning and maintenance of the unit.

Questions or concerns pertaining to the availability and/or servicing of the outside grease containers located behind the chapter houses should be directed to Fraternity and Sorority Life.

(The renovated Graham Cracker houses have a central grease recovery system built into their kitchen waste system. It is maintained and serviced by an outside contractor through DFSL.)

7. **Kitchen Inspections:** Dining Services representatives in coordination with the Department of Fraternity/Sorority Life will inspect each kitchen several times each year. The purpose of the inspection is to (1) evaluate the overall cleanliness/sanitation of the kitchen (2) assess the adequacy of the food storage and handling practices and (3) identify conditions or maintenance deficiencies that require forwarding to Residential Facilities for correction or follow-up.
8. **Sustainability:** The use of disposable polystyrene (Styrofoam) containers is not allowed in University kitchens.
9. **Composting:** The University of Maryland supports composting programs and will arrange for daily pick up from those chapters that wish to participate. Please contact DFSL for information and to participate.

Failure to properly and consistently maintain the kitchen surfaces, equipment and/or grease recovery units, as described above, could result in the chapter's temporary or permanent loss of use of the kitchen facility.

PROPER CLEANING PROTOCOL FOR KITCHEN EQUIPMENT

Section 1 – Hood Fan

- Baffles to be removed and cleaned weekly. *Oven cleaner*
- All interior surfaces before the baffles and including the surfaces the baffles are seated on to be cleaned weekly. *Oven cleaner*
- All exterior surfaces to be cleaned weekly, this includes fresh air return grates. *Oven cleaner*
- Drip pan cleaned daily. *Oven cleaner*
- Gutter for drip pan cleaned daily. *Oven cleaner*

Section 2 – Stove/Oven

- Stove grates cleaned and cleared of debris daily. *Multi-surface cleaner*
- Tray under stove burners cleaned and cleared of debris daily. *Multi-surface cleaner*
- Griddle clean and clear of debris and stains after every use. *White vinegar/lemon juice*
- Drip tray always free and clear of debris and grease, detail cleaned daily. *Multi-surface cleaner*
- Back wall of stovetop cleaned daily. *Oven cleaner*
- Interior oven – floor and racks cleaned daily. *Oven cleaner*
- Exterior oven doors cleaned daily. *Multi-surface cleaner*

Section 3 – Steam Tables

- Emptied of water after every use
- Cleaned of debris and residue after every use. *Multi-surface cleaner*

Section 4 – Dish Sanitizer

- Drained after every meal service
- Food screens cleared daily
- Clean probes inside unit daily
- Scrubbed to remove lime deposits weekly. *Multi-surface cleaner*

Section 4 – Refrigerators/freezers

- Racks, walls and floors (interior) cleaned weekly. *Multi-surface cleaner*
- Exterior doors and walls cleaned weekly. *Multi-surface cleaner*

Section 5 – Three compartment sink

- Entire interior surface cleaned daily. *Multi-surface cleaner*
- Exterior surfaces and plumbing below cleaned weekly. *Multi-surface cleaner*

Section 6 – Grease/Food trap

- Food trap(s) cleared of debris daily
- Grease skimmed or removed from container and properly disposed of daily

Section 7 – Dry storage and other shelving

- Free of unnecessary boxes at all times
- Shelving wiped down weekly. *Multi-surface cleaner*