

Renters Handbook

for

Moonlight Kitchens

2020



The Little Company, LLC
1951 Kensington Ave. #2
Missoula, MT 59801
(406) 926-2720

Received on _____ by _____
(date) (print client name)

Introduction to the Renters Handbook

Welcome to Moonlight Kitchens (MK). We hope you enjoy working here and creating fabulous and delicious food. The mission of The Little Company, LLC , the legal owner, is to support our neighbors and promote our local farmers through our cooks using a triple bottom line business model. Basically, this means local food to local people while covering costs, treating employees fairly, and conserving limited natural resources. We work to make the space easy and fun to use and to abide by the Missoula County Health Department's (MCHD) Codes.

This handbook is intended to provide Moonlight Kitchens policies and information to our clients. Clients are responsible for understanding all content and are expected to adhere to the rules and policies included here so that this shared-use facility runs smoothly. Clients are also responsible for making sure their staff and associates follow these rules. Some of the information presented here is also included in the Commercial Kitchen Facility Use Contract.

Moonlight Kitchens is a privately owned facility and is NOT a governmental, regulatory agency.

Changes to our policies

TLC (The Little Company, LLC) will release amendments and new versions of this document as the need arises, and will communicate to clients in a timely manner the changes that have been made. At any point in time, the current version of this document will be available at www.moonlightkitchens.com. Our clients should check the website regularly to familiarize themselves with the current policies and information. Also, feel free to ask questions. We want you to succeed.

Kitchen Hours: 24/7/365 to current clients
Office Hours: 10-4 MWF + by appointment

Revised February 2020

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Getting Started: *We assume you know how to cook & use commercial equipment. However, questions about using specific pieces of equipment and how to clean them are encouraged. Please ask!*
And remember: Our Number One Rule is “If you don’t clean, you don’t cook.”

Commercial Users

The first step in creating a food business is to figure out your menu or what your product is and then contacting the Missoula County Health Department (MCHD). There are several different MCHD forms that you may have to fill out depending on what type of food service you plan to provide (caterer, food truck, manufacturer, etc.) and you can check with them about which one(s) you need. They already have copies of Moonlight Kitchens' blueprints on file in case there are any questions about our layout. Find MCHD at:
<http://www.co.missoula.mt.us/envhealth/>

Moonlight Kitchens is NOT a USDA certified facility (we are registered with the FDA). Check with the Mission Mountain Food Enterprise Center in Ronan, (406) 676-0676 if you wish to process raw meat for sale. They are the closest certified facility to Missoula.

Most kitchen users who sell their product for wholesale or retail will have to have the Facility, Moonlight Kitchens (MK), inspected by MCHD to make sure it's safe and functional for making their particular products. You must have a contract with MK *before* your inspection.

There are exceptions to the City/County regulations for farmers’ market sellers and home-based cooks (ask MCHD about “The Cottage Food Bill”) The MCHD may ask for a “Letter of Intent” from MK to indicate that MK could rent to the client. MK will ask you to fill out our online application before we give you that letter to make sure you and your product are a good fit with MK. The inspection will be scheduled between the client and the MCHD - please schedule with us, too. As soon as your inspection is complete and you're approved, you are ready to cook as far as *the MCHD is concerned*. **But...please see the list below of what MK requires before you start.**

Requirements for Commercial Kitchen Use

Information and forms MK needs BEFORE reserving kitchen time or other facility time or storage:

- Completed Client Application
- MT** SERVSAFE Food Handler's Certificate or Temporary Food Service Cert.

- Proof of Product Liability & General Liability Insurance for at least \$1,000,000 per occurrence and \$2,000,000 general aggregate with “The Little Company, LLC” and “Anne & Pat Little” named as "Additional Insured". *This must be an endorsement (change to your policy) not just a certificate.*
- Missoula Business License or a reason you don't need this
- Signed Rental Agreement (available for review online)
- Acknowledged receipt of the Renters Handbook (available online)
- Valid Credit Card and signed C/C Charging Agreement (in contract)
- Workers Compensation information (if an employer)
- Deposits for Security/Damage/Loss and Key Fob

After MK has received all documents, deposits, and information you will need to -

- Sign up with **The Food Corridor** for booking/billing with MK online.
 - Create your account
 - Set up a payment method
 - Let MK know which Billing Plan you want
 - Upload documents

(See separate information sheet about The Food Corridor.)

Non-commercial Users

If you are just interested in using our kitchens for a single event (dinner party, team-building event, canning, or something like that) and are not selling a product, please contact us to discuss your options as you may **not** need to be fully permitted. You will **still need liability insurance** – this may be covered by your personal renters or homeowners insurance. We will need the policy number. This Handbook is available for review online. If you'd like a hard copy, we can give you one. In either case please read it. We will ask you to sign off that you have.

We also require a(n):

Application

Valid credit card & charge authorization form

Damage (and key) deposit

Rental Contract (available to review online)

Good understanding of the kitchen use and cleaning requirements

Please Note:

Non-profit organizations are considered businesses and come under Commercial Kitchen Use (above) – even for one-time events

Reservations & Billing

All reservations for commercial use are made online using *The Food Corridor's* system. To use Moonlight Kitchens spaces you must sign up with TFC. Please ask for a current information sheet about how to do this.

Moonlight Kitchens are available 24/7. We require that you make reservations at least 24 hours in advance. Reservations are on a 1st come/1st served basis. Any reservation made less **than 24 hours** ahead is considered "Spot Use" and is priced at 25% over regular rates. **Any unreserved use will be billed at double the regular rate and can result in the Termination of your Contract.**

You may schedule as many hours as you like but, unless you follow the strict cancellation policy, you *will be charged* for all of the hours you book. Work time is scheduled in **full** hours (one hour minimum) for the work spaces – K#1, K#2, Work Room, & SES. There is a **½ hour minimum** for the use of the Dish Pit.

If you schedule 3 hours or more for one shift in the Kitchens you get 1/2 hour **FREE** in the Dish Pit at the END of your shift. This is not available for Work Room or with Rookie Rates. If you exceed your booked hours you will be charged for the hours you booked plus the **extra hours you used (with a 25% surcharge)** even if you shared a space. There is a limit of how many people can work in each space at one time (see Fee Schedule) – please check. **If you don't make arrangements and you don't use all your reserved time YOU WILL BE BILLED FOR IT!**

Some kitchen equipment requires a reservation and a few items have a small charge per hour attached to them to cover maintenance. Please reserve equipment when booking time on the TFC site. This is to make sure there are not time conflicts with high demand equipment.

Because there are five areas that get scheduled for use it is necessary to consider your time requirements realistically to avoid time/use conflict with other clients. If you are a "Rookie" (new to the food business AND haven't used MK before) consider scheduling *up to double* the time you think you'll need the first few times or until you have your systems figured out. Please check TFC calendars often to make sure you know what's happening. Reservations are approved after the requirements listed above have been met.

Conflicts & Sharing Space

We do our best to avoid time scheduling conflicts. If conflicts of work space time do happen we ask our clients to work together with each other and with MK staff to find a reasonable solution. You are expected to be done, cleaned up, and out of the space within your scheduled time.

If you need extra time beyond your reserved time you will be charged for it (plus 25%) – even if you share space. If another client has reserved the space and they agree to share time, work with them to be sure all work can be done. Clean up as much as possible of the space you have been using as possible to make room for those you're sharing time with. If you used the Dish Pit make sure it's clean.

The Dish Pit is a shared-use space **at all times**, UNLESS you have booked it for a specific time OR you've contracted for more than 3 hours in K#1 or #2 and have a FREE ½ hour at the **end** of your shift. Please wash your dishes promptly and store or remove them to avoid impacting other clients. If you have dishes that need to drip dry please find unused shelf space for that and plan to return later to store them.

Deliveries come through the back door in the Work Room. Try to schedule deliveries away from times the WR will be in use. Please be careful and considerate of clients working there if you have deliveries arrive during a work shift. Please see "Deliveries" below.

Cancellations

Once time has been reserved

- 1) we make sure the space is clean and ready for use,
- 2) we make sure the equipment you reserved is available, &
- 3) it becomes unavailable to other clients.

Because of this, MK maintains a strict cancellation policy to ensure the work space does not go unused and to cover management costs. We encourage our clients to carefully consider how much time is needed and to use any overbooked time for preparation, organization, experimentation, etc. Unused hours cannot be carried forward. Kitchen reservations cannot be transferred or otherwise exchanged.

Cancellations & Changes & Billing:

1. You may cancel or change your reserved time no later than **48 hours** ahead of your shift start for a full refund (or no charge).

Cancellations & Changes & Billing (cont.)

2. **Within 24-48 hours** ahead of your shift, you will be billed for 50% of your cancelled booked hours.
3. For any cancellation made less than 24 hours ahead of your contracted time you will be **charged full price**.

Termination

The MK Rental Contract may be terminated by mutual agreement of both parties at any time.

The Contract may also be involuntarily terminated by TLC, LLC unilaterally for:

- blatant disregard for the health, safety, or property of MK staff or clients
- theft (time, materials, or property)
- non-payment of fees
- failing to clean a rented space adequately
- failure to work cooperatively with other clients
- consistent failure to follow the terms of the rental contract or this handbook

Payment

>**One time** use charges, Security/Damage Deposit (S/DD), and a Key Deposit (if needed) are payable ***in advance*** directly to Moonlight Kitchens (not through TFC). Your deposits will be refunded within 10 days of your departure from MK if all contractual obligations have been met. You will have filled out a **credit card authorization form** as part of your contract. We will charge this card for any extra charges or fees not covered by your S/DD if no other arrangements are made.

>**Payments for regularly scheduled** commercial kitchen use and storage must be made through TFC. Invoices are sent out (email) on the 3rd of the month. Your bill will include hours of use, storage fees for the coming month, late fees, damage repair costs, lost/stolen items replacement, cancellation fees, cleaning fees, and extra time. Please notify us of any discrepancies immediately. TFC will make payment using your agreed payment method on the 5th. Please see the current information sheet with information about TFC.

Late Payment

If the credit card you have given us or TFC doesn't work, after 3 tries by TFC (once per week) your billed charges, plus a late fee of \$35, will be deducted from your S/DD. Funds from your S/DD used to pay an outstanding bill will not be refunded. You will be required to “top up” your S/DD before continuing to work at MK. If your S/DD is insufficient to cover billed charges, we may take legal action to recover those outstanding costs – see below.

Unpaid Bills

If a bill remains outstanding for more than 30 days ***your key fob will be disabled.***

If we are unable to reach you after 30 days we will:

1. Charge your credit card for any current outstanding billed charges regardless of payment arrangements made previously.
2. Dispose of or donate any stored ingredients, product, supplies, tools, and/or equipment and charge you a \$50 disposal and cleaning fee.
3. Deduct any charges related to clearing out your abandoned property or repairing damage (including extra cleaning charges) from your Damage Deposit, issue a check for the residual amount (if any) and send it to the last known physical address we have for you. If that correspondence is returned we will consider the funds abandoned and retain those.
NOTE: Unless your key fob is returned in working order you will NOT be refunded your key deposit. It will be disabled.
4. If the amount owing exceeds the Damage Deposit amount and goes unpaid legal action will be taken to recover those costs.

Communication

Please contact MK during onsite business hours – 10-4 MWF or via phone/text 8am-6pm M-F. You can check what hours you have scheduled on TFC's website. We will let clients know about changes in the office schedule or billing dates as far in advance as possible.

Receipts, general notices, small personal items, and notes will get put in your **labeled white drawer** next to the office door – please check it at least monthly.

We post information about food, regulation changes, farming, bulk buying, food events, catalogs, classes, etc. on the bulletin board near the delivery door.

Storage

General

Moonlight Kitchens has several types of storage available:

Freezer space (approx. 24"x 24"x18") – lockable - 20 sections each

Refrigerator space (approx. 24"x24"x18") – lockable - 10 sections each

Plastic bin storage (approx. 16"x16"x26") – lockable – with your locks - 12 each

Open shelving space (14" or 18" x 48") – not lockable – 50 lineal feet

Security cage lockers (approx. 23"x24"x19") – lockable – 6 each – MK locks

Walk-in cooler (18" depth by lineal foot) – not lockable

Work-time Lockers – gym-style – 6 each – FREE during shift – not lockable

All storage is available on a first come first reserved basis. However, we limit the total space any one business can rent and we leave one shelf in the K#1 refrigerator, one walk-in and one freezer shelf "open" for cooks to use during their shift. If you only need fridge or freezer space for overnight, check with staff to make separate arrangements. All other storage is contracted for on a **monthly** basis. If a shelf or storage unit is empty DO NOT assume it's available. Ask before stashing things as we reserve the right to move or dispose of miscellaneous food and equipment that's incorrectly stored.

- MK is not responsible for client's equipment, food, clothing, personal items, etc. left in the Facility.
- Do not store any food or food container directly on the floor.
- Do not store anything on the speed racks, unless you have made special arrangements with MK staff.
- Do not store anything in MK equipment (such as bowls, sheet pans, pots).
- None of MK's equipment leaves the building *except the roller cart.*

Cold Storage - Refrigerator & Freezer Space

Your refrigerator or freezer space must be kept clean and organized at all times. Remove your products on a regular basis and wash and sanitize your shelves and surrounding surfaces. Cleaning equipment and products are available for this process. Store food in the fridge or freezer **as per the chart on the doors** = fruit/veg on top shelf down to ground poultry on the bottom.

Check the temperature in the fridges and freezer regularly. Let MK staff know immediately if there is a problem. (Problem = >40°F in coolers & > 0°F in freezers) MK has no liability for food

spoiled due to tampering or failure of electricity, equipment or machinery (see your contract) so we want to stay on top of things. DO NOT store food directly on the floor!

MAKE SURE THE FRIDGE & FREEZER DOORS CLOSE COMPLETELY!

Cold Labeling & Packaging

All food stored in the refrigerators or freezers must be properly stored, labeled and packaged as per the MCHD code and include:

1. Common name of the food
2. Your name
3. Date food was stored

Any food that, in the opinion of Moonlight Kitchens staff, is not properly labeled or that poses a health risk will be discarded. All food must be stored in such a way as to prevent strong odors from infusing into other client's food.

All food MUST be completely covered and sealed.

Other Labeling

Clearly label food that is not in its original container. According to the MCHD all products packaged for sale must have a complete list of ingredients. Check with MCHD or the Dept. of Ag for specific information regarding labeling of your product. MK does not provide labeling tools or commercial labeling assistance at this time.

Safety (NOTE: MK does not provide knives)

Work Safe - Rules

No eating in the kitchens.

Wear appropriate clothing – closed toe shoes, aprons, hair restraints, etc.

Use heavy equipment and sharp objects at your own risk.

If you don't know how to use a piece of equipment **ask** staff – don't guess.

Use caution when using the ovens & handling hot pans –use oven gloves and mitts.

Do not reach across an open flame.

No running or rough-housing in the kitchens

Keep your workspace and the floor around it clear of clutter, debris, and liquids that someone could trip or slip on.

MK provides space for storing personal property like clothing, meals, and bags in the gym lockers in the Work Room. Drinks, in a non-breakable container (with a lid) may be stored on a shelf below your work surface during your shift. No ceramic, glass, or breakable containers may be used for food production.

Make sure the doors close behind you. There is an “Unsecured Building Fee” of \$50 for the 1st violation. Make sure all windows are closed and locked. Failure to close & lock doors and windows when you leave the 2nd time carries a \$250 fee. Your contract may be terminated and you will be assessed any loss or damage costs associated with a consequent break-in.

Emergencies

If there is a fire – use the extinguisher and call 911! If there is a serious accident call 911 immediately and notify Moonlight Kitchens management as soon as reasonably possible.

The **FIRST AID KIT** is on the bottom of the security locker in the middle of the Work Room. Please use whatever you need in an emergency and plan to replace it at a later date. There is also a box of band-aids above the paper towel dispenser above the back hand sink.

Charges for Damage to Facilities

- If you use the fire extinguisher on a fire you start, you will be charged for having it refilled and for any resulting clean-up.
- If you set off the hood system you will be responsible for the entire cost of clean-up of the affected area and recharging of the system.
- If you flood the space you will be charged for entire cost of clean-up.
- Used grease or oil should never go down the drains or toilet. Do not dump grease or meat directly into the Dumpster! It should be put in a sealable container (when cool), then in a plastic bag and disposed of in the Dumpster. The charge to trade out a dumpster full of grease & oil is \$75, which you will be billed for. Make sure your container seals!
- Do not put anything down the bathroom toilets or sink that was used in your food production.
- Do not put feminine products down the toilet.
- If you or your staff/partners damage a piece of equipment, let MK staff know as soon as reasonably possible. MK is not responsible for loss or damage to your product caused by

failure of any MK equipment or machinery – see your contract. You are responsible for damage costs.

- MK is not responsible for the failure of public utilities (gas & electricity).

Repair of damages will be made by the management or its agent and charged to the client on their rent bill. Do not attempt to “fix” equipment yourself.

Security

Moonlight Kitchens is available 24/7 but staff is not. There are systems in place to help make MK a safe place to work.

- You and your staff must sign in/out EVERY time you enter or leave the Facility – even if you are just there for a few minutes. Remember your PIN.
- Motion-detector cameras inside and outside at both doors
- Key fobs that can be disabled by management as needed
- Extensive outdoor lighting
- Mini-blinds on all windows to provide privacy and safety
- Screens on all windows to prevent pests from entering
- Online shift calendars available to clients only

These systems are monitored by MK staff. Do not try to override any of these systems. The front door is **NOT** to be used for loading and unloading. Bulky items and misdirected, loaded carts can damage the door and frame. The front door is for MK guests ONLY. Use only the back Delivery Door for loading and entering and leaving the building. DO NOT block that door open for more than 15 minutes – especially in winter.

Utilities

Compost – Food scraps in green tub in cleaning area. Pick up weekly on Thur.

Event Space – Clients may use the Event Space (SES) for short (<1 hour) Cook/Client meetings when the space is available (not rented). It may also be used for breaks but it must be left clean & straightened after use; especially the floor.

Gas & Electricity – Running your own high-load equipment may trip a breaker. Check with staff before running extra loads or if you have other concerns.

Garbage – Dumpster is out near the alley in the enclosure. Access information is posted next to back door. Keep lids & doors closed. Pick-up is Tuesday morning.

Hoods/AC – Your hood may come on without your doing anything. The two hoods are connected by a single control system and your hood may come on due to the hood in the other kitchen being activated. This is normal so do not try to prevent this from happening. If you want

more information about the system and your cooking process please check with the MK staff. See directions posted in K #2.

Mail – the address at MK is 1951 Kensington Ave. #2, Missoula, MT 59801. We will accept regular letters and packages for our clients. See the “Deliveries” section about arranging other deliveries.

Office – MK does not provide office space. TLC’s office is locked when not staff is present.

Phone – MK does NOT provide phone service. There is free WIFI (password: moonlight) & there is a phone in the office for MK staff during onsite hours. You will need a cell phone or there is a tablet on the front counter to sign in/out.

Recycle – Please rinse cans & crush then put in the Dumpster behind the walk-in outside. *Paper & Cardboard* – **please flatten** and put in recycle bin. We do not offer glass recycling. Pick-up is every other Thurs. See Recycling Information near the back door.

Water – regular potable city water. Water heater is set to 140oF (hot!).

Services:

"Babysitting", Deliveries, & Pick-ups

If you have a product that needs a "babysitter" (timing, placement, storage, etc.) we will consider doing this on a case-by-case basis. Please arrange this ahead of time (1-2 days) and not last minute.

All Deliveries and Pick-ups must be through the ***back*** Delivery Door. Let your vendors and drivers know to go around the back. We do not charge for monitoring this activity during regular onsite business hours. We will not come early or wait late for orders. Please be quiet between 10pm & 6am – there are bedrooms above the Delivery Door.

We will accept deliveries for you if:

1. You notify us ahead of time (24+ hours)
2. Delivery or pick-up is unobtrusive to other kitchen users
3. It doesn't require more than 15 minutes
4. Payment arrangements have been dealt with in advance

You may back up to the Delivery Door for loading and unloading your own gear and materials as needed. Please make it less than 15 minutes. Park in a way that does not block the alley or the tenants’ parking spots.

Ordering from Local Vendors

Our clients are encouraged to establish their own accounts with vendors and have orders delivered directly to MK to reduce transportation costs. MK is interested in assisting with bulk

orders for local produce that allows several clients to pool their orders for better quality and lower price. Use your own company name to place an individual order with a vendor – **not** Moonlight's.

Promo, Events, Classes, & Photos

In an effort to help promote local food to local people MK will occasionally sponsor events that feature our clients. These include pop-up food sampling, classes, dinners, and holiday celebrations. Let the MK staff know if this is something you'd be interested in participating in. Promotions may include photos of our clients, staff, and guests. We have Photo Consent/Release forms to sign for these occasions. If you do NOT wish to be photographed please let us know.

Non-MK Spaces

Parking

Load and unload through the Delivery Door within 15 minutes and, if both "open" spaces are full, move your vehicle ASAP to Kensington to allow other clients space. The two spaces with "Reserved for 3 or 4" signs must be kept open for the upstairs tenants. There is an 8-bike long-term bike parking enclosure you may use for your bikes. The yellow bike rack is for everyone's use. MK is not responsible for any damage, theft, tickets, or towing charges. U-Lock your bike!

On Kensington - **do not block the mail boxes!** Leave a full car length either side (total of 30') or we won't get mail and they leave us "notes".

Garden/Landscaping/Seating

The landscaped areas and gardens are maintained by The Little Company and the tenants of the building. Although many of the plants are edible please do not "glean". If there is produce available for general kitchen use a notice will be posted near the Delivery door. Outdoor chairs and tables are available for your use.

Tenants, Pets, Neighbors, Kids, Noise

There are 2 occupied apartments above the kitchens. Be considerate of the folks who live here and our neighbors. Do not block the mailboxes, driveways, or other vehicles. No animals are allowed in the building at any time except Service Animals. No kids under 16 are allowed in the work spaces without **direct** (one-on-one) adult supervision.

Quiet hours: Noise levels must be kept moderate at all times. Keep outside conversations quiet – there are bedrooms directly above the Delivery Door. Keep music levels low between 10pm and 6am or use head-phones. Your music must not be audible to other clients or the tenants.

Kitchen Use

Shared Equipment

MK makes every attempt to not overlap the needs for particular equipment by multiple clients but we need to know ahead of time what your requirements are. Because we are a shared-use space make sure you have reserved equipment with TFC beforehand so equipment can be moved from one area to another. Only countertop equipment and tables with wheels can be moved.

General Cleaning Procedures

Clients using MK facilities are expected to follow all the proper MCHD sanitation requirements as well as keep the kitchen in a clean and professional state. Clients are expected to properly clean and sanitize after their shift, and have the kitchen ready to use by the next client. The kitchens may be busy at times and it is important that the kitchens remain professional and clean for other cooks or visitors, whether it's the MCHD, other (potential) clients, customers, service people, etc.

**We recommend making your sanitizer and wiping down your work surfaces BEFORE starting work. See the directions above the 3-bin sinks.
We do not guarantee any surface or equipment is sanitary.**

CLEANING REQUIREMENTS

INTRO: Moonlight Kitchens (MK) provides only the basic cleaning supplies. If you know your product is especially messy, plan ahead to bring what you need to protect surfaces and/or clean properly. If you don't clean, you don't cook.

Here's what MK has:

A limited inventory of bowls, pans, measuring devices, utensils, etc.

Barkeepers Friend (non-abrasive cleanser)

Paper towels and soap at each hand sink (for hands - **NOT** for cleaning)

Liquid floor cleaner concentrate – check directions on box about use

Quaternary ammonia tablets (sanitizer) & test strips

Brooms/dustpan
Mop bucket and mop
Plastic buckets

Garbage can liners
Dish liquid
Spray bottle for quaternary ammonia

SOME CLEANING PRODUCTS CAN DO IRREPARABLE DAMAGE TO SURFACES (ESPECIALLY STAINLESS STEEL) SO PLEASE CHECK WITH THE MANAGERS BEFORE USING SOMETHING YOU'RE NOT SURE ABOUT. SCRATCHING, DENTING, DISCOLORING, AND STAINING ARE CONSIDERED "DAMAGE". NEVER USE STEEL WOOL ON ANYTHING AT MK!

THE FIRST AID KIT IS ON THE SHELF ABOVE THE ROLLER CART NEAR THE CAN OPENER

Here's what MK does NOT supply: Please bring your own!

hand sanitizer	Ziplocs	baking soda	bar towels
plastic scrapers	foil	cling wrap	ScotchBrite pads
phone	vinegar		gloves
parchment	hair nets		paper towels (non-hand)
bristle brushes	vegetable oil		KNIVES
Band-aids	thermometers		

GENERAL CLEANING CHECKLIST:

○ **IF you're using the 3-BIN SINKS:** Use plenty of hot water & soap to adequately clean dishes. WASH THE BOTTOMS!!! WASH ALL YOUR DISHES – RINSE adequately – soap neutralizes the sanitizer. SANITIZE & AIR DRY: This may mean you have to come back later to pick up your dry dishes. That's fine. NOTE: Find an unused shelf for that, let us know, and check the schedule to see if that's a problem for anyone else.

○ **IF you're using the DISH MACHINE:** Read the directions and understand how to use the **dish machine**. = SCRAPE & SPRAY FIRST (soak as needed). The dishes come out hot and dry fast but if they still need to dry before storage see the note above.

CHECK- Running your dishes through the dishwasher once may not be enough to really clean them the 1st time. If you can write your name in the grease on the surface run them through until you can't or hand wash them. Double check the bottoms!

NOTE: DO NOT PUT LARGE FLAT THINGS (CUTTING BOARDS & SHEET TRAYS) through the Dish Machine!!!! They can get stuck and the machine will have to be taken apart by the Hobart repair crew. It will cost YOU more than \$250.

- WASH ALL WORK SURFACES with hot, soapy water. Rinse with fresh water. Sanitize.
- CLEAN drain screens in the SINKS and scrub out with Barkeepers Friend (NO steel wool!). Spray or wipe down with sanitizer. Clear food scraps from floor sinks and dispose of.
- CLEAN COLD CAST IRON STOVE TOPS (if used) of baked-on food. Use green ScotchBrite pads (yours) if needed then wipe down with a little vegetable oil (yours) to prevent rust. If any scraping needs to be done, use the appropriate implements.
- WIPE OUT ALL FOOD DEBRIS FROM THE OVENS. Clean the inside to look like it did when you first opened it. If the racks need scrubbing, pull them out and use ScotchBrite pads (yours). NO metal please! Pull out the crumb tray under the burners and clean it.
- WIPE DOWN all splatters on the walls and windows with hot, soapy water, rinse, and sanitize.
- UN-PLUG ALL COUNTER-TOP EQUIPMENT and wash with a damp (NOT WET!) hot, soapy bar towel. Wipe with fresh water and sanitize. Keep water out of any electrical elements. Make sure you get all those crevices.
- WASH, RINSE, SANITIZE ALL ATTACHMENTS and parts to counter top equipment you used, especially the can opener and mixers.
- CLOSE AND LOCK ALL WINDOWS. MAKE SURE the front door is closed and locked – even though you didn't use it. 😊
- SWEEP the floor of any area you used (including Dish Pit and the hallway). Use one packet of cleaner for 2 gallons hot water for serious scrubbing (grease) or 4 gallons for damp mopping. The bucket is marked inside at 2 gallons levels. Then rinse the floor with fresh water. When done, rinse out the mop, wring it and hang it back up. Dump out the dirty water in the mop sink.
- PUT GARBAGE in the dumpster in the enclosure out by the alley. We get pick-up on Tuesdays. RECYCLE plastic & metal by rinsing, crushing, and putting it in the recycle Dumpster

outside behind the walk-in. RECYCLABLE PAPER & non-coated cardboard **gets flattened** and put in the recycle bin.

TURN OFF LIGHTS & MAKE SURE THE BACK DOOR LOCKS BEHIND YOU.

OTHER STUFF TO CHECK: Do you have your keys? Did you put the garbage in the dumpster? Have you checked your white drawer lately or the schedule? Did you leave anything in the fridge/freezer? Did you leave any item of clothing or equipment?

This cleaning information is laminated and available in each work space.

General Cooking Procedures & Safety

The Missoula County Health Department standards for cooking times and temperatures must be maintained at all times. Make sure to bring a thermometer with you! All food handling standards for cold foods should be adhered to at all times.

All stationary equipment is to be used according to the manufacturers' recommendations (stoves, ovens, microwaves, etc). We have manuals and can answer specific questions – please ask. Any personal equipment brought into the kitchens must be pre-approved by the MCHD. Consider using non-cutting gloves when using the meat/cheese slicer or other sharp equipment.

Allergens

Moonlight Kitchens is used by multiple parties, sometimes at the same time. We are NOT a peanut, tree nut, gluten, egg or dairy-free environment. If you have issues with particular foods, please let us know before signing the rental contract so we can determine if our facility is right for you. Allergen information must be declared on your product label. Remember that proper sanitation of the MK work spaces and the equipment is vital in preventing food borne illness and allergic reactions.

Personal Health Procedures

We are committed to the health and well-being of all those who use our facilities as well as those who consume the products made here, so we cannot allow anyone with the following symptoms to work here: diarrhea, fever, vomiting, jaundice, sore throat with fever, or lesions on exposed body parts. Nor can we allow anyone with the following diagnosis to work in the facility: salmonellosis, shigellosis, Escherichia coli, Hepatitis A virus, or Norovirus. Also, we

require notification and proper MCHD required action if you, or anyone you come in contact with, is exposed to, or suspected of being exposed to, an outbreak of the above-mentioned illnesses.

MORE INFO: We have several reference books that are used in the MCHD's ServSafe classes. If you have questions about storage, cooking temperatures, food cooling, etc., please ask to check these out. If there is equipment that you think we should consider acquiring, we are open to suggestions. If you have good ideas about how we can run the kitchens better please share with us.

Thank you for using Moonlight Kitchens!