

GROUND RULES

Welcome to the Kitchen Under the Moon. The following are a few important rules to help us continue to happily allow use of this kitchen while respecting the needs of others in this shared warehouse space. Please make sure you give them their due importance.

As chefs, we both appreciate you may sometimes be in the weeds – we've all been there, but **please do not allow this to put other companies in it.**

Any problems please call Dave on 07481187712 or Tom on 07951615201.

1. **Do not leave anything** in the kitchen after you've left.
2. **Do not take anything** from the kitchen after you've left
3. The floor **outside the kitchen** is a common area shared between five companies and **should be left empty** at all times, except when you're loading or unloading (30 minutes max)
4. **No** space may be utilised as **storage** of food or equipment. The management reserves the right of disposing any unspecified objects that are left after shifts
5. Please **dispose of any garbage bags** in the skips outside. No garbage is to be left in the bins after your shift has ended
6. Please **respect your booking times** so as to avoid complications for any users booked in after your shift. Feel free to check with us any availability for extra time beyond your booking. Any unnotified extra time shall be charged at £50 per 30 minutes.
7. Make sure the kitchen is left **clean**. We cannot stress this enough. All equipment and work surfaces are to be sponge-washed with hot soapy water, **rinsed** and **sanitised** with a posite sanitiser spray, which is to be **dried** using paper towel. The floor must be thoroughly **swept** and **washed**. Sinks must be **cleaned** and any light equipment you use and **wash** must be **put back in place**. A **£50 cleaning fee** shall apply to companies that do not meet the required level of **cleanliness**. We reserve the right to **terminate** any existing agreement if the kitchen isn't left **clean enough**.
8. Feel free to make use of any equipment you find in the kitchen but please make sure to **bring your own disposables** (garbage bags, sv bags, blue roll etc.) and **cleaning products** (floor wash, liquid soap, hand wash, sanitizer etc.)
9. Please **report any equipment damage, tardiness or lack of cleanliness** at the start of your shift or as soon as you are aware of it
10. It's important to **put the keys back in the safe** right after you open the doors so as to avoid other users getting locked out. The door leading to the corridor is to be locked at all times
11. It would be nice if you **switched the boiler off** after your shift to save on power

We wish you the best of luck with your work.

Enjoy xx
Dave & Tom