

# Sea Coast Condominium

## KITCHEN RULES

### PLEASE READ BEFORE USING KITCHEN

1. If you use it, clean it, and put it back in the proper place.
2. Do not pour grease or other foods down the sink (we do not have a garbage disposal).
3. Do not leave any opened food containers on the counters, in the refrigerator, or in the cabinets.
4. Label any extra supplies that are in pantry if they are for a specific use (ex: SCC Association BOD meeting, winter guest. Etc.,) Labels are in the cabinet to the left of the oven.
5. Wipe out the microwave after use particularly if food splattered inside.
6. Wipe up any spills on the floor or counters.
7. Sweep the floor of the kitchen when you are finished.
8. Wipe all counters and tables with disinfecting wipes or cleaner& paper towels (Do not use sponge).
9. Empty all trash cans and place trash in outside dumpsters. Replace liners (extra under sink).
10. If you bring dishes from home or unit, please take them with you (Do Not Leave in Kitchen).
11. Leave any used Sea Coast kitchen dishtowels or cloths neatly in kitchen for management/housekeeping to launder.
12. Run vacuum over carpeted area if food has been served in clubhouse.
13. Make sure all small appliances are cleaned & unplugged when you leave (ex: coffee pot, tea pot etc.)
14. Care for all the appliances as if they were your own.
15. Make sure stove burners and oven are turned off & wiped out.
16. Remove all food from refrigerator after an event unless labeled and dated for future use (ex: weekly coffee, association BOD meeting)
17. If things are not labeled in the refrigerator, they will be thrown away.
18. Make sure stove top burners, ovens and fans are turned off.
19. Keep combustibles away from stove top and burners.
20. Make sure lights in kitchen and clubhouse are turned off.
21. Respect other peoples labeled foods.

22. If you intentionally wish to leave something in kitchen to share with others, please write "share" on it and date it.
23. If you notice supplies running low (paper towels, sponges, soap etc.) please write a note, or contact office @managerseacoastcondominum.com.
24. Throw away or recycle any wrappers, boxes, bottles, and cans. Place in recycle bins in dumpster area.
25. If something is broken or damaged, please notify office @ manager@seacoastcondominum.com.
26. Please wipe up any spills on stove tops after use.
27. NO CHILDREN are allowed in kitchen.
28. Do not leave cans or metal pots in the sink, it will leave a rust ring.
29. Wash all dishes, pans, and trays that you use, but do not leave them lying in the sink. (Dish drainer is under sink) wipe clean and return to proper location.
30. Thou shall not steal. Theft in kitchen may seem like small thing, but in a communal environment, it's a big deal.
31. Make sure refrigerator and freezer doors are closed.
32. Please help us enforce these rules. If you see someone violating these courtesy rules, please let us know. Contact manager @ 836-428-9044 or [manager@seacoastcondominum.com](mailto:manager@seacoastcondominum.com)
33. Friday is the dump day. Let's ensure we don't have a skunky refrigerator with forgotten food and open drinks in there for weeks. If items are there at the end of the day on Friday, they will be tossed.

PLEASE SIGN & DATE THE CHECKLIST

Signature

Date

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THANK YOU,

Sea Coast Association