

SAN JOSE BUDDHIST CHURCH BETSUIN INSPECTION REPORT
BEFORE and AFTER USING **THE KITCHEN**

Please fill in form below and return with the key(s) within twenty-four (24) hours after the event.

Date of event: _____ Start Time _____ End Time _____

Name of Organization/Event: _____

<u>BEFORE</u>	<u>AFTER</u>	
_____	_____	FLOOR CLEAN
_____	_____	COUNTERS CLEAN
_____	_____	LIGHTS OFF
_____	_____	GAS LINE SWITCH OFF
_____	_____	APPLIANCES CLEAN
_____	_____	POTS, PANS, UTENSILS CLEAN and DRY BEFORE STORING
_____	_____	MAINT/USE INSTRUCTIONS for appliance available
_____	_____	ALL EXIT DOORS LOCKED
_____	_____	ALL REFUSE IN OUTSIDE TRASH BIN, or RECYCLING BINS
_____	_____	CLEAN DISH TOWELS IN DRAWERS (sincere intent to return clean towels within seven days)
_____	_____	RESTROOMS CLEANED

Remarks/comments/anything needing special attention: _____

Person making inspection: _____

Telephone #: _____ E-mail address: _____