



Kingston East Community Centre
Kitchen Use Guide

Contents

Kitchen Use Guide..... 4

Compliance with Public Health Regulations 4

General Kitchen Guidelines 5

Kitchen Use Checklist..... 6

Appendix A: Dishwasher 7

Appendix B: Turbofan Convection Oven 8

Appendix C: Built in Island Induction Burners 9

Appendix D: Ovens with Top Electric Range 9

Appendix E: Microwave Oven 10

Appendix F: Bunn Speed Brew Coffee Maker..... 10

Appendix G: Crown Select 100 Cup Coffee Maker 11

Appendix H: Food Processor 12

Appendix I: Recycling Guide 13

Appendix J: Sinks 14

Appendix K: Disinfecting Solutions 15

Kitchen Use Guide

The purpose of this guide is to provide users of the kitchen facilities at the Kingston East Community Centre with the information that they need to get the most out of their kitchen rental. Please review this guide thoroughly before attending your first kitchen booking. If, after reviewing this guide, you have any questions or concerns, please contact the City of Kingston booking clerk who processed your booking.

Compliance with Public Health Regulations

Clients booking the Kitchen are advised that they are responsible for ensuring compliance with all requests and requirements made by KFL&A Public Health, including, but not limited to, compliance with Ontario Regulation 493/17 (for) Food Premises. Depending on the specifics of a kitchen booking, the Food Premises Regulation may require someone to be present during food preparation who holds a valid Safe Food Handling Certification and/or that a Notice of Intent to Operate a Food Premises Application or Special Event Application be submitted to KFL&A Public Health in advance of the booking. Clients are advised to consult with KFL&A Public Health at least 14 days in advance of their booking to ensure the use of the kitchen is done in compliance with public health regulations.

Generally, any preparation of food that will be consumed by anyone other than those directly involved in its preparation, except for fully private rentals, would be subject to public health regulations. Clients renting the kitchen for purposes that fall under Public Health Regulations are responsible for ensuring that someone is present with a valid Safe Food Handling Certification at all times food is being prepared. For recurring rentals that fall under public health regulations, submitting a Notice of Intent to Operate a Food Service Premises to KFL&A Public Health is likely also required. Clients intending on using the kitchen to prepare food for Special Events will need to notify KFL&A Public Health by submitting a Special Event Application.

Below are some examples of common kitchen uses that would be considered fully private and therefore exempt from Public Health Regulations, as well as those that would be considered to involve food service to the public and therefore subject to Public Health Regulations.

Private/Not Subject to Public Health Regulations:

- A family gathering that rents the kitchen to prepare food to be consumed by those invited to the gathering.
- A booking for a private (invite-only) gathering or party (e.g. birthday, wedding) where food is prepared for those attending.
- A pre-registered instructional cooking program where participants prepare food and then consume it.

Public/Subject to Public Health Regulations:

- Preparation of food to be consumed at a special event open to the public, accessible through pre-registration, and accompanied by an admission fee or membership.
- Any program where food is prepared by participants but consumed by others who are not directly involved in its preparation.
- Any food prepared to be sold to the public, whether at markets or retail stores, or participants attending programming at the Kingston East Community Centre.
- The preparation of food for participants in a program occurring within the building, such as lunch during a workshop, or snacks served to after-school program participants.

The examples above are intended to serve as general guidelines only. To confirm whether a specific planned use of the kitchen falls under Public Health regulations, we encourage all clients to seek advice from KFL&A Public Health regarding their specific planned usage.

General Kitchen Guidelines

You may use:

- Hand soap and paper towel dispenser
- Sanitizing solution
- Cutlery, utensils, and dishware that aren't labelled as property of another group.
- Kitchen equipment (ovens, stoves, and dishwasher) and tools (pots, pans, blenders, food processor, induction burners, mixers, mixing bowls, and colanders)
- Dishwashing scrubbers
- Oven mitts
- First aid kit

You may not use:

- Any item in/on a shelf, cupboard or drawer that is labelled by another group
- Kitchen for longer than your contract agreement

You must bring all of your own consumable products, including:

- Food (including spices, coffee/tea, condiments and dry pantry items)
- Dishcloths, sponges, tea towels, aprons and tablecloths
- Tin foil, plastic wrap, parchment paper, wax paper, napkins, paper towel

- Take away containers, sandwich bags, freezer bags
- Dish soap
- Steel wool
- Gloves (food preparation, dishwashing)
- Bleach/disinfectant, if wishing to use it for sanitizing dishes during hand washing (2-sink method, Appendix J)

General Notes

- For one-time rentals and irregular kitchen rentals, all foodstuffs must be removed from the premises at the end of the booking.
- For multi-session bookings, storage of foodstuff in the kitchen may be authorized, space permitting. Any items to be left in the kitchen, including items in the fridges/freezers/pantry, must be labelled with the name of the group or individual who arranged the rental. For perishable foodstuffs, also include the current date on all labels.
- We do not have the means to store or dispose of spent cooking oils and grease. Please bring suitable containers to store and remove spent cooking oils from the facility.
- No dirty dishes or group-owned kitchen implements are to be left behind at the end of your rental.
- Double-check to ensure that the dishwasher is properly closed down and turned off at the end of each rental (Appendix A).

Kitchen Use Checklist

Opening duties

- Turn on lights (to the left of the door as you enter)
- Review the proper use of the following prior to first use:
 - dishwasher (Appendix A),
 - turbo fan oven (Appendix B),
 - induction stovetop (Appendix C),
 - oven and ranges (Appendix D)
 - microwave (Appendix E),
 - drip coffee maker (Appendix F),
 - 100 cup coffee maker (Appendix G)
 - food processor (Appendix H),

- recycling guide (Appendix I),
- sinks (Appendix J),
- disinfecting solution (Appendix K)
- Demonstrate proper use of equipment to all users in your group (e.g., participants, volunteers, employees)
- Turn on dishwasher (Appendix A)
- Turn on the hood vent if using the electric ranges (switch to the right of the hood vent)

Closing duties

- Ensure all items have been properly cleaned, air-dried and put away in their original position
- Ensure that coffee brewer parts, teapots and other non-dishwasher safe items have been hand-washed and putaway dry.
- Countertops are clear, clean, and sanitized
- All stainless-steel surfaces, including sinks, faucets, fridges, freezers and ovens, have been cleaned and sanitized with either the disinfecting solution provided or a freshly mixed bleach and water solution.
- The stovetop and induction burners have been wiped down
- Any spills in the ovens and microwave ovens have been cleaned
- Leftover food has been removed
- Oven racks have been returned to their original position in the oven(s)
- All garbage is in the garbage can
- Cans, glass, plastic bottles, and cardboard have been rinsed (if necessary) and are placed in the proper recycling bins
- The floor is swept
- The dishwasher has shut down and left open to dry (Appendix A)
- The dishwasher strainer has been rinsed clean in the sink and returned to the washer.
- Coffeemaker and kettle have been drained, turned off and unplugged
- All ovens and stoves are turned off
- The hood vent is turned off
- The lights are turned off
- Before leaving, please advise facility staff if you noticed any issues with any kitchen equipment during the rental.

Appendix A: Dishwasher

Note: An abbreviated version of these instructions is posted in the kitchen, over the sink. Access to the manufacturer's user manual, with more detailed instructions, is also available upon request.

Prepping the machine

- Check the dishwasher for any debris or loose cutlery and remove if necessary.
- Check the drain screen for debris. and rinse off in the sink if needed. Ensure the drain screen is in place before starting the washer.
- Note that the drain screen is not a plug. This dishwasher does not have a manual drain plug, and the drain screen should be in place at all times, except when cleaning it.
- Close the dishwasher and press the on switch. This will power up the machine and begin filling the washing tank with water. The dishwasher will not operate until it has filled with water and reached its operating temperature. This process can take up to 20 minutes.
- The dishwasher is ready to run when the temperature on the LCD screen reads 150 or above.
- Note that this dishwasher does not completely drain between cycles. For improved efficiency, only approximately 25% of the water in the bottom of the dishwasher is replaced each cycle.

While this water may appear dirty after a couple of cycles, the high heat and cleaning agent maintain cleaning effectiveness.

Prepping the dishes

- DO NOT place dishes with visible food matter on them into the washing machine. Scape, and thoroughly rinse all dishes clean in the sink using a scrub brush before loading them into the dishwasher racks.
- When loading the pre-rinsed dishes into the dishwasher racks, ensure there is spacing between each dish. Do not overload.
- Use the appropriate rack for the type of dishes you are washing.
 - The flat rack is for cups, glasses, bowls and cutlery. Place cups, bowls and glasses face down and cutlery in the cutlery rack with their handles pointing down (exception is sharp knives, which should be put with their handles up).
 - The racks with raised plastic spikes are for plates. Ensure dishes are loaded with space between them to allow water to reach both sides of each dish.
- **Only use the dishwasher to clean dishes that can withstand high temperatures.** This dishwasher gets significantly hotter than a standard home dishwasher. All the place settings supplied in the kitchen (cups, bowls, plates and cutlery) are dishwasher safe. **Do**

not use the dishwasher to wash: the plastic components of the blender and food processor and coffee maker, the coffee carafes, the sink plugs, or anything you may bring with you that might not withstand high temperatures. If in doubt about whether an item is safe to wash in this high-heat dishwasher, hand wash the item using the 2-sink method (Appendix J).

Running the dishwasher

- Load a single dish rack into the dishwasher and close the door.
- Push the green start button to the far right of the LCD screen.
- The cycle will run, and take approximately 4 minutes. The cycle will wash, rinse and sanitize the dishes.
- After each cycle, remove the dish tray and set out to dry. Air-drying is ideal and more sanitary than towel drying. If waiting for dishes to air dry isn't possible due to time constraints, dishes should towel dried and then left to air dry as long as possible before being put away.
- Do not put dishes away wet.

Closing the dishwasher

- Please ensure that the dishwasher is shutdown properly at the conclusion of every rental.
- Remove all dishes and dish racks. Close the door and turn off the power switch.
- The dishwasher will then automatically run through a shut down cycle, and will sanitize itself and drain the water. This cycle will take approximately 5 minutes.
- Once the machine has completed the shutdown cycle, open the door and leave it open to air out.
- If the shut down cycle doesn't complete, or if a significant amount of water remains in the washer after the cycle, please inform facility staff.

Appendix B: Turbofan Convection Oven

These instructions cover the basic operation of the Turbofan convection oven. Access to the manufacture's user manual, with more detailed instructions, is also available upon request.

Basic Operation

Controls:

- Controls are found on the front right of the oven, and consist of two dial controls and sets of buttons, with LCD screens.
- The top screen displays the current temperature set for the oven, as well as the oven settings.
- The top dial and set of buttons set the oven temperature, programs and adjust steam settings.
- The left-hand button is the **Steam Button**, and is used to set the desired moisture level during

operation, or to provide a manual burst of steam during manual operation. The light on this button will be on when automatic moisture injection is set, or during manually injection.

- The middle button is the **Program Button** and is used to select pre-set cooking programs.

Programs are user created and there are no pre-set programs. If you wish to use the program feature, please request a copy of the full user manual, which contains details on how to input a program.

- The right button is the **Temperature Button** and will display actual oven temperature for 5 seconds when pressed.
- The bottom screen is the timer screen and displays the set/remaining time when a timer is set.

Below the timer screen are three buttons.

- The left button is the **On-Off/Oven Light button**. When the oven is off, pressing this button will turn the oven on. When the oven is on, pressing this button will toggle the oven light on and off. When the oven is on, pressing and holding this button for 1.5 seconds will turn the oven off.
- The middle button is the **Fan Speed Button**. This button witches the fan from high to low.

Light is on when the fan is set to low. For most cooking the fan can be left on its default setting of high.

- The left button is the **Start/Stop button**. This button will start the timer and is also used to start various program features. This button will also silence the timer alarm.

Manual Cooking:

- For manual cooking, select the temperature by pressing the temperature button then turning the temperature dial until the desired cooking temperature is set.
- Hit the On-Off/Oven Light button, and the oven will begin the heat up to the set temperature. It will beep when the oven reaches the set temperature. The light on the temperature button will also turn off when the oven reaches the set temperature.
- To set a timer, press the Timer On/Off button, and turn the lower knob to input a time, then hit the start button. The oven will turn off when the timer reaches zero. The display will show the cooking time in full minutes when set from 10 minutes to 180 minutes, and in minutes and seconds when set below 10 minutes.

Appendix C: Built in Island Induction Burners

These instructions cover basic operation of the electric cooktop induction burners build into the countertop of the central island. Access to the manufacture's user manual, with more detailed instructions, is also available upon request.

Note: Elements will cycle on and off to maintain the selected temperature or to protect the cook top from overheating. This is normal.

Note: Only use induction compatible cookware with a flat bottom with induction burners.

Basic Operation

- Press the On/Off button to turn on the range.
- Use the up and down buttons to adjust the power level or temperature range.
- Press Power/Temp to switch between power and temperature modes.
- Press Power/Temp to switch between Fahrenheit and Celsius modes.
- To set the timer press the timer button. Display will show a 1 with a flashing dot in the right-hand corner. Press up and down buttons to set the timer from 1 to 180 minutes. When the timer cycle is complete the unit will turn off.
- To cancel the timer, press On/Off or Power/Temp button.
- The hot surface indicator light will glow red when any of the elements are on or at a temperature exceeding 150 degrees F.
- Turn off all elements when finished cooking.

Appendix D: Ovens with Top Electric Range

The instructions are for the basic operation of twin Vulcan ovens with electric ranges. Access to the manufacturer's user manual, with more detailed instructions, is also available upon request.

Controls:

- Each oven has 6 dials on the upper front of the unit that control the various range burners and the oven.
- The leftmost dial controls the front left range element.
- The second from the left dial controls the left rear range element.
- The third from the left dial controls the oven browning element.
- The fourth from the left dial controls the front right element.
- The far-right dial controls the rear right element.
- The oven indicator light will glow while the oven is heating up, and turn off when the oven reaches the set temperature.

Do:

- Use cookware that fits the tops (9-10")

- Use flat-bottomed, straight-sided pots and pans.
- Use covers for stock pot work.
- Turn off plates a few minutes before cooking is completed using the heat stored in the plate.

Do not:

- Allow surface plates to idle unloaded at high switch settings. Idle at settings of medium to low

Oven:

- Preheat fully before using
- Most baking can be done with the 3rd from the left browning dial set to very low or low.
- Hard to brown food, such as corn bread or biscuits, may require a setting of medium to high.

Start off with using low and increase if needed.

- The oven element is not suitable for broiling.

Appendix E: Microwave Oven

The instructions are for the basic operation of the microwave oven located below the island counter towards the main doors. Access to the manufacture's user manual, with more detailed instructions, is also available upon request.

Manual Time Entry:

- Open oven doors and place food inside and close the doors.
- Ready should display on the screen.
- Press Time Entry key.
- Enter cooking time using number keys.
- Press a power level key to change power level if desired. By default, the microwave is set to full power.
- Press Start key.

Appendix F: Bunn Speed Brew Coffee Maker

These instructions cover basic operation of the *Bunn Speed Brew 10 cup coffee brewer* (BT model). Access to the manufacture's user manual with more detailed instructions is also available upon request.

Preparing the brewer for use

- Ensure the brewer is unplugged until the tank is filled. **Plugging in or turning on the brewer when it is empty may damage the machine.** The brewer has a reservoir tank that must be filled before the brewer is used.
- Slide empty brew funnel into funnel guides (as if to brew coffee).
- Fill glass carafe with cold water.
- Open top brewer lid and pour water into the brewer.
- Position the carafe on base below brew funnel.
- Close lid, wait 3 minutes while internal tank partially fills.
- If any water enters the carafe during this first filling it means the water tank already had some water in it and the tank is now full. If this occurs, skip to the second last step in this list (plug in the brewer).
- Fill carafe with cold water a second time.
- Continue to add water until water starts to flow into the carafe. Wait for water to stop flowing into the carafe and then discard this water. The brewer is now full and ready to brew.
- Plug in the brewer.
- Turn on the brewer.

Operating the brewer

- Ensure you have followed the instructions above and that the internal tank is full.
- Plug in the brewer.
- Turn on the brewer using switch located on the right side.
- The brewer should remain plugged in and be left on throughout each period of use.
- Wait 15 minutes for the water in the internal tank to heat up.
- Place a coffee filter into the brew funnel.
- Measure fresh coffee into the filter (recommend 1-2 heaping tablespoons per cup of coffee desired).
- Slide the Brew funnel into the brewer and open lid.
- Fill carafe with cold water in the desired amount for brewing. Minimum amount of water is 4 cups (20 ounces) and the maximum is a full carafe of 10 cups (50 ounces).
- Pour water into the brewer, leaving the water tank lid open.
- For best results, pre-heat the carafe with hot water before brewing.
- Position the carafe on base of brewer.
- Close the water tank lid to start brew cycle.
- When the brew cycle is complete, remove the brew funnel, discard filter, and spent grounds.
- When done using the brewer, turn off the brewer using the switch on the right side.

Appendix G: Crown Select 100 Cup Coffee Maker

These instructions cover the basic operation of the *Crown Select 100 Cup Coffee Maker*. Access to the manufacture's user manual with more detailed instructions is also available upon request.

- These are recommended amounts only. Coffee strength can be adjusted to personal taste by adding more or less ground coffee.
- This coffee maker can brew between 40 and 100 cups of coffee. If less than 40 cups of coffee are desired, use the Bunn Speed Brew (Appendix F)
- Leave the coffee maker unplugged until ready to brew.
- Measure Water: Remove cover, coffee basket and percolating tube and fill coffee maker with fresh, cold water to desired fill line. Do not fill coffee maker past top fill line. Never use hot water to make coffee.
- Measure Coffee: Wet bottom of coffee basket to prevent grounds from filtering into brewed coffee. Measure appropriate amount of coffee (suggested 6.5 cups of coffee for 100 cups of water) into the coffee basket and set basket on percolating tube. Position the bottom of the percolating tube into heating well, but do not force it. Place cover on coffee maker and turn to secure in handle slots.
- Allow approximately 30 minutes for a full 100 cup brew cycle.
- Plug in the coffee maker.
- Brewing will start and the signal light will glow when coffee is ready to serve. Brewing will automatically stop when the coffee is ready to serve but will remain at serving temperature as long as the brewer remains plugged in.
- Serve: Position cup under the faucet and push the lever down on the faucet and hold until cup is filled.

Appendix H: Food Processor

These instructions cover basic operation of the Waring Commercial food processor. Access to the manufacture's user manual with more detailed instructions is also available upon request.

The unit consists of:

- A motor base with the controls (On and Off/Pulse).
- Clear work bowl (dry capacity of 3.5 quarts)
- Clear work bowl cover
- Large oval shaped feed tube
- Large pusher with two sizes of feed options
- Small pusher (used within larger pusher)
- A variety of processing discs and blades

- Continuous feed chute
- Continuous feed chute clearcover
- Slinger for continuousfeed chute

Assembly of Bowl Parts

- Ensure that the motor base is unplugged during assembly.
- Ensure all parts are clean and sanitized before use.
- Place the motor base on a level surface near an electrical plug.
- Double check to ensure that the motor base is not plugged in.
- Pick up the transparent work bowl, holding it in both hands with the handle toward you.
- Place the bowl on the base, fitting its central tube over the motor shaft on the base and placing its handle slightly to the left of the front-centre (at about 7 o'clock position).
- Press the bowl down so the lower rim fits around the circular platform. Turn the bowl counterclockwise as far as it goes. It will lock into position with the tabs on the sides of the platform.
- If using the S-blade (cutter blade) or whipping disc:
 - Pick up the S-blade or whipping disc, noting the diagram on the top of the plastic centre. It matches the shape of the motor shaft.
 - Place the S-blade or whipping disk over the tip of the motor shaft, lining up the inside of the hub with the shaft. Press it down firmly, rotating the centre hub until the blade or disc assembly is fully seated. Be sure to push it down as far as it could go, or damage or leakage could result.
 - Check to ensure the blade/disc is all the way down by turning it back and forth while pushing down gently. If all the way down and firmly seated the blade will be positioned just above the bottom of the bowl.
 - If processing food with the S-blade or whipping disk, now is the time to add the food or liquid to the bowl.
 - Always process dry food first, followed by wet.
 - Do not fill liquid past the Max Liquid Fill level.
- If using the accessory discs in bowl:
 - There are two detachable disk stems that can be used. The narrower of the two is for use with the reversible shredding disk and adjustable slicing disk only. The flat-topped one is for use with the grating disc.
 - Three discs are available in the KECC kitchen: Shredding Disk, Grating Disc and Slicing disc. Choose the appropriate disk and disk stems for the desired task.
 - The shredding and slicing discs are attached hold the disk with the cutting-edge side facing your hands, being careful not to scrape your hand on the sharp edges. Push the

disc stem into the bottom of the disk, lining up the notches at the end.

- The grating disk is attached to its stem by holding the disk with the cutting edge facing your hand, being careful not to scrape yourself on the sharp edges. The bottom of the disc has a plastic receptacle for the detachable stem. Holding the stem with your thumb on the release switch, place the centre and right-most two tabs in the two open slots on the bottom of the disc and rotate clockwise.
 - Once the appropriate stem is installed into the desired disc, carefully guide the center disc hub over the metal shaft so the double flats on the shaft line up with the disc stem. Put the disc on top of the shaft and rotate until it drops down and into place.
 - Be sure it is pushed down as far as it goes. Push on the outside rim only, never touching the cutting blades.
- Place the cover on the bowl with the feed tube on the right, slightly towards the front. The locking tabs on the cover should be at the left of the locking tabs on the rim of the bowl.
 - Rotate the cover counterclockwise to lock it into place.
 - Never attempt to start the food processor without the cover locked into position.
 - Plug in the food processor.
 - There are two pushers for the feed tube.
 - Large pusher is for processing larger vegetables and the smaller pusher nest in the larger pusher and can be used for smaller vegetables, or for smaller jobs like slicing pepperoni.
 - Insert the small food pusher into the large food pusher opening. When it is fully inserted, rotate the small pusher counterclockwise to lock it into place. The large pusher can now be inserted into the feed tube opening.
 - Using the small pusher, rotate it counterclockwise to disengage the locking feature. When using the small pusher, the large pusher becomes the feed tube for the small pusher.
 - Ensure the processor is unplugged before beginning disassembly after use.

Appendix I: Recycling Guide

Recycling bins are provided in the kitchen. To reduce the amount of garbage generated by the facility that is destined for landfill, we ask groups to place any recyclable waste in the designated bin.

Please ensure that recyclables are sorted into the correct bin and that non-recyclables are disposed of in the designated garbage can. Below are guidelines on what should be disposed of in each recycling bin.

Note that we do not have the means to store, recycle or dispose of spent cooking oil or large amounts of grease. If your cooking generates waste oil, please ensure you bring a container and remove it from the premises at the end of your rental.

Note that we do not have green bin/organics disposal at the facility. Organics must be disposed of in the garbage or carried out and placed in your residential green bin for pickup.

Grey Box

Use the guidelines below to determine what items to place in the Grey Box.

DO put these in the grey box:

- Plastic bags and stretchy plastic film (placed in a tied plastic bag)
- Newspaper
- Flyers, junk mail and magazines
- Office paper (all colours)
- Envelopes
- Shredded paper (in a clear or transparent tied bag no larger than 90cm x 60cm x 20cm [3' x 2' x 8"])
- Boxboard
- Food and beverage cartons (milk, juice, soup, broth, etc.)
- Coffee cups – lid removed (place in blue box)
- Corrugated cardboard (may be bundled, but no larger than 90cm x 60cm x 20cm [3' x 2' x 8"])
- Cardboard set out inside another cardboard box will not be collected

DO NOT put these in the grey box:

- Crinkly plastic film, pet-food bags and bubble wrap.
- Greasy pizza boxes.
- Meat packaging
- Gift wrap
- Cereal/cracker liners
- Zipper-style plastic bags

Blue Box

Use the guidelines below to determine what should be placed in the Blue Box.

DO put these in the blue box:

- Metal food and beverage cans
- Pop cans, pie plates and clean aluminum foil

- Clear and coloured glass bottles and jars
- Plastic bottles
- Plastic jars, tubs and lids
- White Styrofoam (no larger than 90cm x 60cm x 20cm (3'x2'x8"))
- Paper cans with steel lids (e.g. potato chip cans)

DO NOT put these in the blue box:

- Grocery bags and stretchy plastic film (goes in the grey box)
- Flatware, window glass and mirrors
- Coloured (blue, pink, black, etc.) Styrofoam
- Plastic containers larger than 10L
- Styrofoam peanuts
- Plastic toys
- Lawn furniture and other oversized plastics
- Crinkly plastic film, pet food bags and bubble wrap.

Appendix J: Sinks

The RHCC Kitchen features four sinks, each serving a distinct purpose.

They are:

1. **Hand Wash Sink:** This sink, located to the left of the ovens, is designed for hand washing only.
2. **Food Prep Sink:** This sink is located too close to the hallway door.
3. **Double Sink:** A double-basin sink is located to the right of the dishwasher and can be used for both dishwashing and food preparation.

Two-Sink Method

Simply washing dishes with dish soap and water, and rinsing them clean, will remove visible dirt but will not sanitize the dishes. As a result, to ensure that dishes and food preparation implements are sanitary and do not spread foodborne illnesses, it is necessary to sanitize them.

Running dishes through the KECC dishwasher will sanitize them, but if hand washing is desired or required, dishes must be sanitized after hand washing. The two-sink method both washes and sanitizes dishes.

The Two Sinks

- First sink is for washing: Fill the first sink with hot tap water (min of 43 °C) and dishwashing detergent.
- The second sink is for sanitizing: To sanitize, fill the second sink with hot, clean water at a minimum temperature of 77 °C.
- To sanitize with a sanitizer, fill the sink with warm water (24°C+) and add sufficient sanitizer to ensure the sanitizer level reaches the required ppm level. For example, if using chlorine bleach as a sanitizer, the level must be at least 100 ppm.

Instructions

- First, scrape clean all dishes of as much visible food matter as possible.
- Wash the dishes in the first sink of hot water and dish detergent, scrubbing to ensure all dirt is removed.
- Next, submerge the dish in the second sink for at least 45-60 seconds to sanitize.
- Air-dry and place the dishes in the dish rack.
- Do not put away dishes while they are still wet.

Appendix K: Disinfecting Solutions

Proper use of the provided sanitizing solution

To maintain the kitchen as a clean and sanitary space, all users must disinfect all surfaces with the provided bleach solution at the end of each rental. We also recommend that users sanitize all surfaces at the start of each rental. A sanitizing, peroxide-based solution is provided for this purpose. These instructions will explain the proper use of this solution to ensure that surfaces are properly sanitized. Detailed material safety sheets for this solution are available in the kitchen.

- Before using the sanitizing solution, use the provided test strips to ensure the solution is at the appropriate concentration to be effective. Wet a test strip with the solution and compare the result to the colour-coded chart on the test strip container.
- It is recommended that gloves and eye protection is used when handling the sanitizing solution. Take proper precautions to prevent the sanitizing solution from coming into contact with mucus membranes (eyes, mouth etc.). Avoid contact with exposed skin.
- Spray the solution onto the surface. Ensure an adequate amount is applied to thoroughly wet the entire surface.

- Ensure that the surface remains wet for 5-10 minutes to ensure full sanitization.
- If the surfaces become dry before at least 5 minutes have elapsed, reapply to ensure the surfaces remain visually wet for at least 5-10 minutes.
- After the surface has been wet with the solution for 10 minutes, rinse it by wiping clean with a clean, wet cloth.

Edits, omissions, recommendations

Edits, omissions, and recommendations to this guide can be forwarded to:

- Email: Recreation@cityofkingston.ca
- In person: Reception Desk, Kingston East Community Centre