



New Member Packet

New Member Checklist

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- Member Information
- User Agreement
- Confidentiality Agreement
- Waiver of Liability
- Good Manufacturing Practices
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- Orientation Checklist
- Copy of HACCP Plan
- Copy of Licenses
- Copy of PA Letters
- Ingredient List, Recipe, Container Specs, Label, for each product



Rates & Services

Rental Rates:

- 6 a.m. to 8 p.m. (peak hours): \$20/hour
- 8 p.m. to 6 a.m. (off peak hours): \$15/hour
- Large equipment is an additional \$5/hour
- Growth: \$1,450/month (set schedule of “unlimited hours”)

Monthly Storage Rates

- Dry Storage \$22/shelf
- Cooler \$27.50/shelf
- Freezer \$33/shelf

Other Fees

- \$140 security deposit
- \$99 quarterly membership dues

Cleaning

Each Tenant is responsible for cleaning their kitchen station before, during and after use according to the kitchen Cleaning Rules. One-half (½) hour is included in every kitchen use time for FREE for cleanup. CK will supply the necessary cleaning supplies.

A \$30/hour cleaning charge will be applied for any cleaning left undone. Keeping a clean, safe and pleasant kitchen environment is our #1 priority!



Membership Services:

- Member meeting room
 - Shared office space
 - Regulatory information/guidance
 - Marketing: branding, website, content*
 - Industry contacts
 - Networking opportunities
 - Recipe development & scaling up*
 - Package & label review*
 - Nutritional analysis*
- *Fees may apply

Facility Services:

- Free parking
- Secured entrances and facility
- Complete facility & equipment maintenance
- All cleaning and sanitation supplies
- Licensed by the City of Cleveland
- Licensed by the Ohio Department of Agriculture
- Licensed FDA facility

Promotion:

Would you like to be promoted as a member of the Central Kitchen Incubator (CK)? This includes (but is not limited to) having your logo and website link on the Member page of the Central Kitchen Incubator website, mentions on the CK blog and newsletters, Facebook, and Twitter.

Yes___ No ___



Member Information

Name:

Official Business Name:

Address: Street, City, State, Zip

Business Phone:

Cell Phone:

Email:

Website:

Emergency Contact:

Phone:

Relationship:

Insurance Agent:

Phone:

Email:



Kitchen Use Agreement

THIS KITCHEN USE AGREEMENT (the "Agreement") is entered into as of _____, 20___, by and between **Central Kitchen** ("The Company"), whose business address is **2800 Euclid Avenue, Suite 150, Cleveland, Ohio 44115**, and the undersigned ("Member").

1. License for Facility Use. The Company grants to Member a revocable, non-exclusive, limited license (without the right to sublicense) to use the commercial kitchen space and/or storage spaces identified on Exhibit A (the "License") at The Company's facility at 2800 Euclid Ave., Suite 150, Cleveland, Ohio 44115 (the "Facility"). The uses allowed under the License are identified on Exhibit A.
2. Scheduling.
 - a) All time to use the Facility is reserved in advance based upon availability of the Facility.
 - b) Reservation Cancellation Policy
 - i) The reservation cancellation policy is as follows: (i) cancellation 7 days in advance: no penalty; (ii) cancellation 2-6 days in advance: Member pays 50% of reserved time fee; and (iii) cancellation 24 hours or less in advance: Member pays 100% of reserved time fee. Reservations made within one (1) week of the date of use cannot be cancelled, and Member will pay 100% of the reserve time fee regardless of actual use.
 - c) If additional time is desired to use the Facility beyond the original time scheduled, Member may extend the reserved time block if the Facility is available, and the applicable rate shall apply to the extended time, with approval from the Kitchen Manager or the General Manager.
 - d) If a Member uses the Facility beyond its reservation time, resulting in keeping the next scheduled Member waiting, the Company will charge the Member two (2) times the applicable rate for additional use of the Facility, and Member will be charged in half-hour increments. The Member must vacate as soon as practicable in order to allow next scheduled Member use.



3. Rates; Billing.

- a) Member agrees to pay The Company the rates and fees listed on the attached Rates & Services for use of the Facility, and The Company may change the rates and fees listed on Rates & Services from time to time upon thirty (30) days' notice to Member. The Company shall have no obligation to pay any amount or to incur any liability in order for Member to use the Facility.
- b) Billing process
 - i) Member using the Facility on a one-time basis will be charged the full amount upon reservation. New Members will pay the full amount prior to kitchen use, the first 3 (three) kitchen use times. Thereafter, Members using the Facility on an ongoing basis will be invoiced monthly and are responsible to pay via check or the secure online payment system utilized by the Facility within 21 business days of receipt.
 - ii) If payment of invoices is not received within 21 business days, the account will be considered delinquent. If the account is delinquent, Member will not be permitted to use the Facility until payment is received in full.
- c) Security deposit policy
 - i) A security deposit identified on Rates & Services will be paid by Member to The Company upon execution of this Agreement, and after termination of this Agreement and an inspection of the Facility, The Company shall return the security deposit to Member less any outstanding amounts owed to The Company, less the cost of any damage to Facility, damage to equipment in the Facility, or missing equipment from the Facility, as reasonably estimated by The Company. The Company's right to recover damages from Member shall not be limited to the amount of the security deposit.
- d) Any denied or rejected payments must be remedied by Member within two (2) business days, or Facility access will be suspended. Member shall be responsible for any fees The Company incurs for any denied, canceled, or rejected payments.



e) All costs to repair any damage to the Facility or repair or replace any damaged or missing equipment will be charged to Member, and The Company may invoice the Member for any such costs.

f) See Key Policy on Page 1.

4. Facility Use.

a) Company shall ensure that the Facility and the equipment provided by The Company is in good working order. The Company does not furnish any bowls, pots, sheet pans, potholders, or any other small wares. The Company will furnish the following supplies to Member: rags, mops, cleaning solutions, and other necessary items for the maintenance of the Facility and equipment.

b) The Company is not responsible for any part of the food production process or the storage of any food or ingredients. Any performance or product failure of Member or Member's equipment, supplies, or ingredients is not the responsibility of The Company. Unless required by applicable law or regulations, Member will not list the Facility or its address on any label, and if required by applicable law or regulations, Member shall immediately inform The Company and agrees to take such precautions as requested by The Company, including, without limitation, procuring additional insurance beyond that required under this Agreement and naming The Company as an additional insured.

c) Storage policy

i) Member shall furnish any desired locks for rented storage units. If The Company must remove locks for any reason, Member shall pay any locksmith fee.

d) Cleaning policy

Member is responsible for clean-up of Facility in compliance with all cleaning protocols established by The Company from time to time by the end of reserved time for use of the Facility.

e) Parking



Member shall park only in designated parking areas.

- e) Member agrees to comply with all policies and procedures that are adopted and updated from time to time by The Company for use of the Facility, including, without limitation, the Operations Manual and all hygiene, cleaning, and physical security procedures. Member shall comply with all applicable laws and regulations applicable to its use of the Facility, including, without limitation, all laws and regulations applicable to its presence at the Facility, food safety and sanitation, food processing, resale of any food products produced at the Facility, and service and consumption of any food products prepared at the Facility. Member shall have all applicable permits or licenses required by any federal, state, or local governmental authority before making its first reservation for use of the Facility, and Member shall provide copies of all such permits and licenses to The Company upon signing this agreement and afterward upon request. Member's failure to comply with any applicable laws and regulations, in the sole discretion of The Company, shall be a basis for immediate termination of this Agreement by The Company. Member shall immediately pay any fines related to the Member's failure to comply with any applicable laws or regulations.

- f) Member shall not make any improvements, alterations, or changes to the Facility. Member shall be responsible for any damage to the Facility or The Company's equipment, and Member shall immediately pay for any repair or replacement of such damaged property. Upon The Company's request, Member shall discontinue use of and immediately remove any particular equipment or other items placed at the Facility by Member. If The Company deems, in The Company's sole discretion, any stored item, equipment, or ingredient to be unsafe or unhealthy for any reason, The Company will make reasonable effort to inform Member, but The Company reserves the right to remove any such stored item, equipment, or ingredient it deems unsafe or unhealthy.

- g) Member acknowledges that it was allowed an opportunity to inspect and evaluate the Facility to ensure that it is adequate for Member's use. Member ACCEPTS THE FACILITY "AS IS", AND OTHER THAN AS EXPRESSLY SET FORTH IN THIS AGREEMENT, THE COMPANY MAKES NO REPRESENTATIONS OR WARRANTIES TO Member, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY AND ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.



5. Taxes. Member shall bear all responsibility and liability for the payment of all federal, state, and local taxes due on compensation received from the sale of any products made at the Facility and for filing all appropriate tax returns and other forms with respect to such taxes. Moreover, Member shall be solely responsible for any worker's compensation, FICA, withholding tax, unemployment compensation, and any other federal or state payments required to be made on behalf of any Member employees. Member shall indemnify, defend, and hold The Company harmless from and against any and all such liabilities or claims including, but not limited to, interest assessed, penalties, and reasonable attorneys' fees incurred, arising from Member's failure to pay such taxes.
6. Insurance Policy. At a minimum, Member shall maintain (at its own cost and expense) all insurance coverages required by any laws or regulations applicable to Member's use of the Facility and its business and as required by The Company from time to time. In addition, Member shall maintain (at its own cost and expense) comprehensive general liability insurance, which shall include product liability insurance, with limits of not less than One Million Dollars (\$1,000,000) per occurrence and not less than Two Million Dollars (\$2,000,000) in the aggregate. Each such insurance policy shall be on an occurrence (non-claims made) basis. Such insurance policies shall be endorsed to name The Company as loss payee and/or additional insured and shall not be subject to cancellation, non-renewal, or reduction in coverage without thirty (30) days' prior written notice to The Company. Certificates of insurance and copies of the insurance policies and endorsements shall be provided to The Company upon request.
7. Indemnification. Member shall indemnify, defend, and hold harmless The Company, and its officers, directors, shareholders, managers, members, employees, representatives, and agents (collectively, the "The Company Indemnified Parties"), against any claim, cause of action, proceeding, suit, administrative action, loss, cost, expense, liability, penalty, fine, citation, interest, or damage of any kind or nature, including, without limitation, attorneys' fees and expenses and expenses in connection with investigating, preparing for, or defending any action or claim, suffered or incurred by The Company related to or arising out of: (a) any breach of any representation, warranty, or covenant made by Member in this Agreement; (b) any act, omission, or failure to act by the Member or any of its officers, directors, managers, members, agents, employees, guests, customers, patrons, or invitees



(collectively, the "Member Parties"); (c) any use of the Facility by the Member Parties; and (d) any damage to property or sickness, injury, or death of any person caused by or alleged to be caused by any food product prepared at the Facility or any work or operations performed by any Member Party at the Facility.

8) Termination. Either The Company or Member may terminate this Agreement for any reason at any time; provided however, that the terminating party shall give reasonable notice (which shall be at least fifteen (15) days prior notice before the effective date of such termination) either via email or at the address specified in this Agreement. Upon termination of this Agreement, any refunds or security deposits due to Member will be paid within sixty (60) days of termination of Agreement. Sections 3(c)-(e), 4(b), 4(c), 4(e), 4(f), 5, 7, 9, 10, and 13 shall survive any termination of this Agreement.

9) Dispute Resolution.

a) Negotiation. In the event of any dispute or disagreement between The Company and Member regarding any matter arising out of or related to this Agreement, the matter shall be referred to senior executive officers of each party (the "Representatives"). The Representatives shall promptly meet in a good faith effort to resolve the dispute, and if the Representatives do not agree upon a decision within thirty (30) calendar days after reference of the matter to them, either party may submit the dispute to binding arbitration.

b) Arbitration. If The Company and Member are unable to resolve any dispute pursuant to Section 9(a), the dispute shall be submitted to binding arbitration to be conducted in Cleveland, Ohio in accordance with the Commercial Arbitration Rules (the "Commercial Arbitration Rules") of the American Arbitration Association (the "AAA") then in effect and the procedures set forth below. The Company and Member shall use commercially reasonable efforts to agree upon and appoint, in accordance with the Commercial Arbitration Rules, a single arbitrator who is acceptable to both parties in order to resolve conclusively the then-pending dispute. If the parties have been unable to select a single arbitrator, then each party shall select an arbitrator from a list of persons knowledgeable in leasing matters provided by the AAA, and the two arbitrators chosen shall select a third



arbitrator, who shall chair the panel. Any award rendered by the arbitrator(s) shall be final, conclusive, and binding upon The Company and Member, and judgment on such award may be entered and enforced in the Common Pleas Court of Cuyahoga County, Ohio or the Federal District Court for the Northern District of Ohio. In the event of any conflict between the Commercial Arbitration Rules in effect from time to time and the provisions of this Agreement, the provisions of this Agreement shall prevail and be controlling. The cost of any arbitration shall be borne evenly by the parties, and each party shall bear its own attorneys' fees and other expenses in resolving any dispute related to this Agreement.

- c) Equitable Relief. Notwithstanding the applicability of the AAA's emergency interim relief procedures, either party may initiate an action in the Common Pleas Court of Cuyahoga County, Ohio or the Federal District Court for the Northern District of Ohio to seek interim measures (including, without limitation, temporary restraining orders and preliminary injunctions) necessary to protect the interests of such party pending the arbitration. In such a case, the court shall be free to act on all requests for interim measures from time to time but shall stay the action in all other respects pending the arbitration (which the court may compel).
 - d) Exclusive Remedy. Except as provided in Section 9(c), the parties agree and understand that arbitration pursuant to this Section 9 is the exclusive recourse available to the parties with respect to any dispute, disagreement, claim, or controversy arising out of or relating to this Agreement that has not been resolved pursuant to Section 9(a).
 - e) Jurisdiction and Venue. Any and all actions concerning any dispute arising under this Agreement shall be filed and maintained in the Common Pleas Court of Cuyahoga County, Ohio or the Federal District Court for the Northern District of Ohio. The parties specifically consent and submit to the jurisdiction and venue of such state or federal court, and irrevocably waive any objections either may have based on improper venue or forum non conveniens to the conducting of any proceeding in any such court.
- 10) Limitation of Liability. IN NO EVENT SHALL THE COMPANY BE LIABLE FOR LOST PROFITS, LOST REVENUES, OR ANY INDIRECT, SPECIAL, INCIDENTAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES OF ANY KIND, REGARDLESS OF THE FORM OF ACTION,



WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, OR OTHERWISE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

- 11) Independent Contractor. This Agreement is not intended to, and does not, create an employer-employee, agency, joint venture, or partnership relationship between the parties. Neither party shall hold itself out as being the other party, acting on behalf of the other party, or having the authority to contract for or bind the other party.
- 12) Notices and Payments. All notices and demands required or permitted by this Agreement shall be in writing addressed to the relevant address set forth in this Agreement or such other relevant address as may be specified in writing by the relevant party. An e-mail communication shall be considered a written communication. All notices, demands, and payments required or permitted by this Agreement shall be deemed properly made: (a) upon personal delivery, (b) three (3) days after deposit in the mail, postage prepaid, registered or certified mail, (c) one (1) day after deposit with a recognized overnight courier, postage prepaid, (d) one (1) hour after the time of transmission of a facsimile, provided the day of transmission is a business day (or otherwise on the next business day), or (e) upon receipt of an e-mail communication. Proof of sending any notice, demand, or payment shall be the responsibility of the sender.
- 13) Miscellaneous. The terms and conditions of this Agreement shall be governed, construed, interpreted, and enforced in accordance with the domestic laws of the State of Ohio, without regard to its conflict of laws principles. This Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and lawful assigns, heirs, and personal representatives, and no party may assign this Agreement without the prior written consent of the other party. This Agreement cannot be amended unless done so in a writing signed by both parties. No provision of this Agreement shall be waived by any party, unless such waiver is in writing, signed by a duly authorized representative of the party against whom such waiver is sought to be enforced. A waiver by either party of any breach or failure to comply with any provision of this Agreement by the other party shall not be construed as or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.



If any portion of this Agreement is found to be invalid or unenforceable for any reason, any court or other tribunal adjudicating the rights and duties of the parties under this Agreement shall alter, modify, or strike portions of the Agreement so that it will be enforceable to the fullest extent permitted by law and consistent with the intent and purpose of the parties. If any provision of this Agreement is held, in whole or in part, to be invalid, the remainder of such provision and this Agreement shall remain in full force and effect. This Agreement constitutes the entire agreement between the parties with respect to the subject matter of this Agreement, and the provisions of this Agreement shall supersede all contemporaneous oral agreements, communications, and understandings and all prior oral and written communications, agreements, and understandings between the parties with respect to the subject matter of this Agreement. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which shall constitute one and the same Agreement. To the extent signed and delivered by means of a facsimile machine or other electronic transmission (including email of a "PDF" signature), this Agreement shall be treated in all respects and for all purposes as an original agreement and shall be considered to have the same binding legal effect as if it were the original signed version of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first set forth above.

THE COMPANY:

Central Kitchen

By: _____

Representative Title: _____

MEMBER:

Company Name: _____

Signature: _____

Print Name: _____

Title: _____



Confidentiality Agreement

This confidentiality agreement is entered into as of _____, 20__ by and between The Central Kitchen Incubator, LLC (CK) and _____ (User). User and CK agree and acknowledge that the Kitchen is a shared-use facility, and may be occupied and used simultaneously by similarly situated third-party Users (“Others”). The Parties further acknowledge and agree that the conduct of User’s business and the production of User’s food products may involve the use of recipes, techniques, sources of ingredients, financial and business records and other information that is owned and used exclusively by the User that constitute trade secrets or proprietary knowledge that must remain confidential for the protection of User’s business (“Confidential Information”). User acknowledges and agrees that Others may also have Confidential Information that applies to the conduct of their own business.

1. In the course of using the Facility, User shall make reasonable efforts to not give User’s Confidential Information to Others or any third party. User shall also respect that Others using the Facility may be applying their Confidential Information and shall take care not to discover Other’s Confidential Information. Any deliberate intrusion into Others’ Confidential Information is grounds for terminating the User Agreement and all kitchen uses.
2. In the course of dealing with CK and its officers and employees under this Agreement, User shall take care to inform CK whenever User is disclosing Confidential Information to CK, its officers and/or employees. CK shall make all reasonable efforts to prevent disclosure of User’s Confidential Information to any third party.
3. Confidential Information does not include information that is already known to CK, to the public or any third party beyond User’s control. Furthermore, confidential information does not include information obtained by User from an independent source or otherwise developed independently from the User. This agreement does not apply to or prevent any disclosure required by applicable law or regulation.



4. Monetary damages may not be a sufficient remedy for violations of this agreement, so both parties agree that in addition to any money damages the party whose information is improperly disclosed is entitled to injunctive relief to stop the violation of this agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first set forth above.

THE COMPANY:

Central Kitchen

By: _____

Representative Title: _____

MEMBER:

Company Name: _____

Signature: _____

Print Name: _____

Title: _____



Waiver of Liability

WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT FOR ACCESS TO THE Central Kitchen Incubator LOCATED AT 2800 EUCLID AVENUE, SUITE 150, CLEVELAND, OHIO 44115.

1. I agree to indemnify, defend and hold harmless Central Kitchen and their officers, agents, representatives, assigns, heirs and family members or employees (hereinafter referred to as RELEASEES) from any and all liability, claims, demands, actions and causes of actions whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, my guests, or any of the property belonging to me or my guests, WHETHER CAUSED BY THE NEGLIGENCE OR INTENTIONAL CONDUCT OF THE RELEASEES, or otherwise, while gaining access to and utilizing the commercial kitchen located at 2800 Euclid Avenue, Suite 150 (the "Kitchen").
2. I am fully aware of the customary risks and typical hazards connected with entering and using a commercial kitchen, including but not limited to physical injury. I hereby acknowledge that activities I perform in the Kitchen may be hazardous to me, my guests, my property, and my guests property. I VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISK OF LOSS, PROPERTY DAMAGE OR PERSONAL INJURY, INCLUDING DEATH that may be sustained by me, or any loss or damage of property owned by me or my guests, as a result of entering and using the Kitchen, WHETHER CAUSED BY THE NEGLIGENCE OR INTENTIONAL CONDUCT OF RELEASEES OR OTHERWISE.
3. I further hereby AGREE TO INDEMNIFY, DEFEND AND HOLD HARMLESS the RELEASEES from any loss, liability, damage or costs, including court costs and attorney fees, that they may incur due to my access to and use of the Kitchen, WHETHER CAUSED BY NEGLIGENCE OR INTENTIONAL CONDUCT OF RELEASEES or otherwise.
4. It is my express intent that this Waiver of Liability and Hold Harmless Agreement shall bind the members of my family, my guests and invitees, and my heirs, assigns and personal representatives, if I am deceased, and shall be deemed as a RELEASE,



WAIVER, and DISCHARGE of the above-named RELEASES. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with the laws of the State of Ohio.

5. IN SIGNING THIS RELEASE, I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and will; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least (18) years of age and fully mentally competent; and I execute this document for full, adequate and complete consideration fully intending to be bound by same. Those persons under (18) years of age must have a parent or guardian also sign the foregoing written agreement for full, adequate and complete consideration fully intending to be bound by the same on said minors' behalf.

Printed Name: _____

Date: _____

Signature: _____

Phone: _____



Good Manufacturing Practices

Proper Attire:

1. Wear appropriate clothing – clean, plain clothing and clean non-skid, close-toed work shoes (or tennis shoes) that are comfortable for standing and working on floors that can be slippery. No open-toed sandals or flip-flops are allowed in the production area.
2. Wear an apron, chef coat, or lab coat on site, as appropriate.
 - a. Do not wear aprons in and out of the facility
 - b. Take off the apron before using the restroom.
 - c. Change the apron if it becomes soiled or stained.
3. Wear disposable nitrile gloves when handling all food products. No latex gloves, latex free facility. Change disposable gloves as often as hand washing is required. Wash hands before donning and after discarding gloves.

Hair Restraints and Jewelry:

1. The use of a hair net is required in any food production area that completely covers all hair.
2. Beard restraints are required in any food production area.
3. Refrain from wearing jewelry in the food production area.
 - a. Only a plain wedding band is permitted.
 - b. No necklaces, bracelets, or dangling jewelry are permitted.
 - c. No earrings or piercing that can be removed are permitted.

Illness:

1. Any customer using CK is required to report any illness prior to entering the production area. The Central Kitchen Incubator will work with you to reschedule your production.

Cuts, Abrasions, and Burns:

1. Bandage any cut, abrasion, or burn that has broken the skin.
2. Cover bandages on hands with gloves and finger cots as appropriate.
3. Inform production manager of all wounds.



Smoking, Eating, and Gum Chewing:

1. Smoking is allowed in designated areas only. No smoking or chewing tobacco shall occur inside production facilities.
2. Eat and drink in designated areas only. A closed beverage container may be used in the production area only on lower shelves of tables.
3. Refrain from chewing gum or eating candy during work in a food production area.

Allergens:

1. There are eight common allergens: Soy, Milk, Peanuts, Tree Nuts, Wheat, Egg, Fish, and Crustacean.
2. All members must report when they are using any ingredient that includes these items.
3. All members must make the production manager aware of any food allergy they may have prior to the day of production.

Temperature Control:

1. Refrigerators and freezers must be kept at proper temperatures. Refrigerators between 33-38 degrees Fahrenheit and freezers below 0 degrees Fahrenheit.
2. The production manager should record the temperature two times a day to keep in a file.

Food Corridor

The Food Corridor is a web-based software built specifically for shared-use kitchens to simplify their scheduling, billing, and food business management. You will be set up with an account and issued an invoice for initial deposit and any other upfront payments.

Your Food Corridor status will become inactive after a quarter (3 month) if no bookings have occurred and no reasonable updates have been given to the staff.



Orientation Checklist

- Back Door/Security/Key Card
- Garbage Dumpster
- Recycle
- After Hours Security
- Mop Closet (return Mop Bucket)
- Coolers/Freezer
- Ice Machine
- Lights
- Restrooms/Keys
- 3-Bay Sink (Wash, Rinse, Sanitize)
- 3-Bay Sink/Chemicals
- 3-Bay Sink/Red (Sanitizing) and Green (Detergent) Buckets
- Hand washing Stations
- Sign In/Sign Out
- Cleaning Checklist
- Garbage Bags/Paper Towels
- Dry Storage
- Scheduling
- Hood System
- Doorbell System
- First Aid Kit
- Thermostats
- Fire Extinguisher
- Equipment Usage
- Sweeping/Mopping
- WI-FI Code
- Hairnets
- Breakdown Boxes
- Date Gun (How to reload)
- Heat Gun

By: _____ Date: _____