Kitchen Co-op Information Sheet

**Appliances:**
There is a list of all major appliances and their locations located in the Co-op binder for you to use.

**Check In and Check Out Form**
Please complete this form each time you use the Co-op. They are located in the Co-op binder. Complete the check in portion when you first arrive and the check-out portion before you leave. Once completed, please place the completed sheet in the back tab of the binder.

**Dirty Dishes**
There should be no dirty dishes left when you leave the Co-op. All items that were used during your time in the Co-op should be cleaned, dried and put away.

**Fire Alarm**
If you set off the fire alarm, please make sure there is no fire or potential for a fire and then hold down the button to shut off and restart the alarm.

**Making Reservations:**
Visit [go.pacific.edu/Kitchen](http://go.pacific.edu/Kitchen) and click on the Kitchen Co-op Calendar for 2015 to make a new reservation. Just double click on the date you want to reserve the Co-op, fill out the information and your request will be sent to us - no registration required!
You can also click here: [Kitchen Reservation Calendar](http://go.pacific.edu/Kitchen). Please make sure to schedule your cooking times 3 days before the event.

**Keys:**
If able, a Co-op Coordinator will meet you at the Kitchen Co-op to open the space for you. If a member of the Kitchen Co-op team is unable to open the Co-op for you, then you will need to come to WPC 99 to retrieve the key. At the end of the event, a coordinator will meet you at the Co-op or later to pick up the key from you. Please make sure to complete the check-out form and all doors are securely closed and locked.

**Laundry:**
Please hang up all wet/damp napkins and towels on the shower stall to dry out. If they are dry, please place them in the hamper in the storage room (where the restroom is located). One of the Co-op coordinators will pick up all dirty laundry.

**Leaving Food**
You may leave food stored in the refrigerator for up to 3 days. Please make sure to have your food clearly marked with your name and the date on it. All food that is not marked can and will be used by other Co-op members and any food starting to spoil will be composted. There is a labelling system (a small white board) with date cooked and name.

**Projector**
To borrow the projector, please make sure to select “Yes” in the mandatory field when you reserve the Kitchen Co-op. If you click yes, a Kitchen Co-op Team member will bring the projector over for your event and will pick it up at the end.
Restroom
The restroom is located in the storage room to the left. There is toilet paper, hand soap and cleaning supplies located in the cupboard. Please check to make sure the bathroom is cleaned before leaving.

Spices and Oils:
Basic spices, oils, sugars are located in the Co-op. A list of the available spices, oils, and flour/sugar is available in the Co-op binder.

Trash, Recycling and Compost:
When cleaning up after your event, please empty and take out any landfill (trash) and recycling materials that you produced for the event. The recycling and landfill (trash) bins are located right outside the Kitchen Co-op to the left in the gated storage way. Compost may reside in the Co-op in the green compost bin in the storage room, but please notify us at KitchenCoop@pacific.edu that compost was left.

Tupperware:
Tupperware is available to store leftover food in for up to a week. It is located in the storage room with the napkins and towels. Please make sure to mark on Check In & Check Out Form that you have borrowed the Tupperware. You can return clean Tupperware to WPC 99, contact one of our Coordinators or (if time allows) the next time you return to the Kitchen Co-op.
Frequently Asked Questions

How often do I get to use the kitchen?
Currently, there is no limit to the amount of times you can reserve the Kitchen Co-op!

Does the Co-op have everything I need, including ingredients?
The Kitchen Co-op has all the baking, serving and cooking ware you will need to cook with, but you will need to bring your own ingredients. We do have a variety of spices (list found in Information Binder located in the Co-op), oils, sugar and flours.

What are the hours of the Kitchen Co-op?
They vary, but if you hold an event after 8AM and before 10PM we should be able to accommodate you on weekdays and more tentatively on weekends.

How many people can come to the Co-op with me?
Following fire hazard protocol, we suggest no more than 20 people may be in the Co-op at one time.

Can I play music, watch TV or play a movie?
Absolutely! We want you to treat it as your home. Please remember when you make your reservation to click “Yes” to reserve the projector if you need it.

Am I allowed to leave items in the fridge?
Yes! We have Tupperware and a labeling system available. Please make sure to collect your leftovers in at least three days after your event.

How can I reserve the co-op?
Reservations are made online through our Reservation Calendar, found on our Sutaining Pacific Webpage. The link can also be found in our A – Z index.

Who do I contact if there is an emergency at the Co-op?
Depending on the severity of the situation, contact Public Safety at 946-3911 then call 911. If you are locked out, please give our office a call at: 209-932-2991 or email us at Kitchencoop@pacific.edu. If you cannot get a hold of anyone, please contact the RA on duty number (listed on the billboard outside next to the mailboxes) or the Co-op coordinator you have been working with.

How late can I stay?
You are allowed to stay for the duration of your reservation. Please remember that your clean up time should take place during your reservation time.

May I reserve the Co-Op after the available hours?
Please contact the Kitchen Co-op team at KitchenCoop@pacific.edu with your inquiry.
Contact Information

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