



## Kitchen Co-op Information Packet

Thank you for booking the Pacific Kitchen Co-op! Please review the information below in preparation for your reservation.

### Reservations

#### Frequency

There is no limit to the number of reservations a Pacifican can make at the Kitchen Co-op. Reservations must be made at least 5 business days in advance.

#### Cancellation

To cancel a reservation, reply to your confirmation email from [kitchencoop@pacific.edu](mailto:kitchencoop@pacific.edu). To reschedule, submit another reservation request through the reservation calendar.

#### Check In

##### *After Hours Reservations*

To access the Kitchen Co-op during your reserved hours, you **must** pick up a set of Kitchen Co-op keys from the Calaveras Hall front desk up to 2 business days before your reservation. Calaveras Hall front desk is open Monday-Friday, 8:30am – 5:00pm. The keys will provide you with access to Calaveras Hall during your reservation and access to the blue storage cabinets.

##### *Business Hours Reservations*

If you need access to the blue cabinets, pick up a set of keys from the Calaveras Hall front desk upon arrival.

#### Check Out

Complete the [virtual Check Out Form](#) at the end of each Co-op reservation. The Check Out Form link is posted on the bulletin board above the microwave and linked in your confirmation email. If you fail to complete the Check Out Form and tasks it outlines, your access to the Co-op may be revoked.



**If you borrowed keys, return them to the black drop box on the exterior wall of Calaveras Hall, heading towards the Calaveras bridge.** Failure to return the keys will result in an \$85 fee charge and immediate revocation of your Kitchen Co-op privileges.

## Getting There

### Location

The Kitchen Co-op is in the open kitchen area in the lobby of Calaveras Hall, 1116 Brookside Road.

### Parking

A university parking permit is required to park in the lots around Calaveras Hall (Lot 6, 28) on weekdays from 8am-5pm. After 5pm on weekdays no permit is required. Permits are not required on weekends. The Calaveras parking lot is only available to Calaveras residents.

### Access

Prior to your reservation period, Student Life will email you with Check In and Access instructions.

## In the Kitchen

### Dishes

Dishes can be found in the labeled cabinets around the kitchen. 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 in their cabinets.

### Appliances & Equipment

Several appliances are available in the cabinets for use during your reservation. All used appliances should be cleaned and returned to their place when you leave the Co-op.

**Appendix A lists all available Appliances, Equipment & Supplies.**

### Refrigerator

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. Use the paper clipped to the fridge to record the item, date that it was left, and your name. After 3 days, your food will be composted.

All food that is not marked can and will be used by other Co-op members and any food starting to spoil will be disposed of.



## Towels

Towels and cleaning rags are available under the sink in the plastic bin. Please place used towels into the drawer marked "Dirty Linens" located next to the microwave.

## Calaveras Hall

### Cleaning Supplies

Soap and sponges are located under the sink. Cleaning towels are in the plastic bin under the sink. Dish towels and napkins are in drawers next to the sink. Broom & dustpan are located by the refrigerator.

### Waste Disposal

When cleaning up from your reservation, dispose of any landfill (trash) and recycling in the marked bins in the kitchen, next to the blue cabinets.

### Restroom

The restroom is located behind the stairs in Calaveras Hall.

### TVs

TVs can be operated by remote. Remotes should be in same room as TV. Turn on TV, turn on Roku, then sign in under personal account. Can hook up laptop or gaming console.

## General

### Hours

The Co-op is available to reserve from 8:00am – 10:00pm daily, except during university holidays and breaks (winter and summer).

### Rules

The Kitchen Co-op reserves the right to revoke renting rights to individuals who violate these rules and charge them for missing items:

1. Follow the University of the Pacific Housing and Greek Life Alcohol and Drug policy;
2. Respect the Kitchen Co-op space and Calaveras residents. Do not go into other areas of Calaveras;
3. Immediately report any damaged goods or materials to the Calaveras Hall front desk staff or RA on Duty;
4. Clean, dry and put away all supplies and materials used during a reservation;
5. Properly sort and dispose of recycling and landfill waste;
6. Complete the Check Out Form and return keys (if applicable) at the end of each reservation;
7. The space is left clean and in the same condition as prior to use (or cleaner).

### Contact

Kitchen Co-op – (209) 932-2991 / [kitchencoop@pacific.edu](mailto:kitchencoop@pacific.edu)  
Public Safety (non-emergency) – (209) 946-2537



Public Safety (emergency) – (209) 946-3911

RA on duty - (209) 662-5175

## Frequently Asked Questions

[Does the Co-Op have everything I need, including ingredients?](#)

The Kitchen Co-op has all the baking, serving, and cooking supplies you will need to cook with, but you will need to bring your own ingredients. We do have a variety of dry goods and spices (see Appendix A).

[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 watch a movie?](#)

Yes, you may listen to music. Please keep music volume low as to not disturb the residents of the building. Movies can be played on the nearby TVs by turning on the TV, opening Roku and signing into your personal media accounts.

[Am I allowed to leave items in the fridge?](#)

Yes! Make sure to record what you leave behind and collect your leftovers within three days after your event. If your food is not collected within that time period, it becomes available for all Co-op members to use or is composted.

[Who do I contact if there is an emergency at the Co-op?](#)

If it is a life-threatening emergency call 911. If it is a non-life-threatening emergency contact Public Safety at (209) 946-2537 and the RA on call (209) 662-5175.



## Appendix A – Appliance, Equipment & Supplies List

### Blue Cabinets

- KitchenAid Mixer and accessories
- Cookie and cupcake supplies
- Icing supplies
- Cake boards
- Mixing bowls x3
- Round cake pan
- Glass baking dish
- Immersion blender
- Hand mixer
- Sushi mats
- Aprons
- Serving bowls and plates
- Strainers x3
- Pyrex measuring cups x3
- Glass citrus juicer
- Pitchers x2
- Cheese graters x2
- Canning pots x2
- Mason jars
  - 14 regular, 1 large, 2 small
- Nutribullet
- Blender
- Mini crock pot
- Toaster
- Electric skillet with lid
- KitchenAid mini food processor
- Cuisinart Food Processor and attachments
- Rice cooker
- Tupperware x4
- Coffee pots x2
- Coffee press
- Panini press
- Electric kettle
- Food supplies
  - Rice
  - Sugar
  - Brown sugar
  - Powdered sugar
  - Flour
  - Baking soda
  - Baking powder



- Olive oil
- Red pepper flakes
- Iodized salt x4
- Pure vanilla extract
- Coconut extract
- Thyme
- Paprika
- Cumin
- Bay leaves
- Italian seasoning
- Garlic powder
- Turmeric
- Garlic salt
- Chili powder
- Salt-free garlic and herb seasoning
- Salt-free lemon pepper seasoning
- Coriander

#### **Counter Cabinets**

- Utensils
  - ~20x each, regular size forks, spoons, butter knives
  - ~7x each, mini forks and spoons
  - 6x steak knives
- Tongs x2
- Garlic press
- Assorted cooking utensils (Spatulas, ladles, whisk, etc)
- Kitchen towels and linens
- Oven mits x4
- Bread pans x3
- Large muffin tin (fits 6 large muffins)
- 2x stock pots
- 4x medium-large pots
- Skillet/pan x1
- Vegetable steamer
- Cutting boards x4
- Kitchen knives x12
- Kitchen scissors x2
- Zester
- Meat thermometer
- Peeler
- Measuring spoons and supplies
- Rolling pin x3
- Pizza cutter
- Various cooking tools



- Plates
  - 10 big, 8 small
- Large baking mugs x4
- Stackable mugs x14
- Drinking glasses x14
- Small glass bowls x3
- Ceramic bowls
  - 8 reg, 2 mini
- Baking sheets (cookie & pizza) x2
- Air Fryer trays x4
- 9x13 Baking pans x2