**Dining Hall Guidelines and Procedures**

* **Overall Cleanliness, Organization**
* **Create Beauty and Maintain as Sacred Space**
* **Altars**(as well as Ganesha statue)
* **\*\*\*Very Important All Candles including tea lights( with their metal holders) should ALWAYS be in a glass or larger candle holder NEVER directly on the surface of any table or dish, etc.**

Keep clean and \*\*\*tea lights supplies

Light altars during meal times and on more on table etc, on weekends for Dinner in Winter(when it is dark at dinner time)

* **Microwave** and **small fridge** should be cleaned and fridge **defrosted regularly** (can be turned off at night and left with containers and towels to absorb water.
* **Toasters** need to be cleaned out at least once a week—bottom trays slide out for easy cleaning—also invert toaster and **gently shake** to loosen crumbs from inside of toaster.
* **Tables** kept clean (wiped after every meal) and **chairs/cushions** kept clean and organized. Seat cushions can be taken to laundry once or twice a year\*\*\*ask Donna in housekeeping about this procedure
* **Flowers** for dining tables and altars--water in vases should be changed and vases cleaned out with vinegar/or soap and water every 4 days. Stem tips at base should be snipped to open stem to taking in water. Flowers and such last much longer and it looks nicer. (Spider Chrysanthemums last very long when taken care of-up to 3 weeks)

**Bamboos plants** in water should also be “flushed” with water once/ week and liquid plant food given once/week. Water needs only to be in the bottom 2 inches not up to the tops of the vases.

* **Teas** in bags are being reduced. We will have black and green tea and possibly chamomile and another one (like tulsi) but no more than 4 containers of tea bags.
* **Bulk Teas** are being introduced in the air pump containers (3 liter) and also in larger urns. These should be prepared in morning or anytime they run out. A large pot of water for making bulk tea can be heated on stove in kitchen and scoop out with large measuring containers (metal ones are best). Kitchen has tea balls and bulk peppermint tea is on top shelf of spice shelf. Fresh ginger root tea is from kitchen stock. Other teas can be introduced and changed as preferred.
* **Maintenance of Airpots—**the inner cilcle at the top of the airpots that you press can be twisted if they become slightly depressed and unable to pump the liquid. They usually “snap” back into place after some twisting. Also spigot can be inverted under the hot water faucet directly and the pressure should create a “fountain” effect clearing the channel.
* **Also** if pumps don’t work there may be a blockage of ginger or herbs inside at the bottom of the pot that should be removed since the pump works on the suction principle and flow of liquid in the container is necessary.
* **Washing and cleaning of airpots—**they should NEVER be totally immersed in water….clean thoroughly with hot soapy water and sponge and invert spigot under faucet for cleaning inside of spigot. Tops of Airpots are removable by pressing tab where lid joins to the container. \*\*\***Please reassemble and store all parts together after they have been left to air dry.**
* **Sterilizer should be turned off between meals and at night** after clean up shifts are completed. It should be turned on at the beginning of the meals (8am, 12:30pm and 5:30pm). The temperature should be at least 140 degrees before starting the wash cycle.
* **Sterilizer Deliming** **is VERY IMPORTANT. It must be done once/week.** Best to set up a schedule/same day each week.

Special de-limer liquid is provided and ordered by Donna in Housekeeping from Thomas O. Miller. It is in gallon bottles under the right hand sink in the dining hall. Back up cases may be in the bathroom off the small dining hall/lounge.

**Directions: Step 1—Drain the water from the wells**. Upper well is drained by pushing the lever to “Drain”(takes about 10 seconds/look inside to see if the well is empty).

The lower well is emptied by opening the door of the sanitizer and pushing the lever to “Fill”-- this also takes about 5 seconds….very counter intuitive but that is the way it is…..

**STEP 2.**.**Remove Strainers** and clean any residue(food matter, etc.) from the strainers. **There are 3 of them**. There is one inside the sterilizer on the bottom and other at base of the sterilizer. \*\*\*Insert larger strainer back into well, **after** about 3 cycles of deliming and do 3 more cycles to delime the strainer.

\***Lower strainers** can be delimed by putting in a square hotel pan from kitchen and pouring **full strength white vinegar** to cover . Leave soaking the whole time you are deliming the sanitizer. Usually the residue will loosen or dissolve completely if done regularly.

**STEP 3..To clean inside of sterilizer—**(be very careful when using delimer, it is caustic). **Read warning and follow safety procedures.**

\* Pour 4 cups of sterilizer liquid in water well (which has been drained) slowly to avoid any splashing.

\*Now fill the sanitizer with water by **closing the door** and pushing the lever to “Fill”. It takes about 35 seconds, count or look at the clock. Too much filling will cause the water to overflow and flood the floor drain.

\*\*\*Run 3 or 4 cycles and then re-insert the larger strainer in the well to delime by running another 3 cycles.

\*Then check to see if metal surfaces are clean of white mineral residue by opening the door and waiting to allow the steam to escape for a few seconds before looking inside\*\* **Avoid inhaling steam and direct contact with skin as given in the warning on the container**

\*If it looks shiny and metallic and not while chalky then is it done.

\*Re-insert smaller lower strainers and drain water well by pressing “Drain” button with door closed. Lower water well can be drained by keeping door of sterilizer open and pushing “fill”. You will hear the motor when it is drained. It only takes a few seconds.

\***Refill water wells** by keeping door closed and pushing “fill” buttom for about 35 seconds. If you overfill it will begin to spill out the bottom. Best not to if possible. You can check water level. It should be covering the strainer and about an inch or less from the bottom surface ( beside the well).

(Optional)—to CODE\*\*\*Run the sterilizer again a couple cycles and then drain again-following above procedures. This makes sure that all de-limer residue is cleared before running dishes through.

**\*\*Once again fill and sterilizer is ready for dishes.**

* **Bunn Hot Water Dispensers** need to be de-limed once every 1 to 2 month. There are extra dispensers in the dining hall cupboards behind the serving table to substitute while one is being de-limed. It is important that **Lower well** **of dispenser** needs to be drained by turning upside down in the sink and letting the water slowly drip out. Also pressing lever may help it to drain while inverted.
* **To Delime Dispensers**

**Use only white vinegar** to de-lime dispensers. Use full strength and fill dispenser and place aside in area of dining hall away from frequent use areas**, plug in** **and let it heat up for a day or two** to dissolve the lime build up. Outside areas can be cleaned of white/brown lime residue by spraying with white vinegar or putting a vinegar saturated paper towel on areas and letting it soak in. Also run the vinegar through the spigot by pressing the lever and letting it run into a container a few times to clear the tube.

* **Jam, Peanut Butter and Butter containers** need to be cleaned and contents transferred before refilling to prevent build of old food residue. They should be refrigerated at night and in warmer weather should be refrigerated between meals as well.
* **Breads** should be checked for molding and also closed up at end of meals and at night as well as refrigerated at night in warmer weather.

* **Floors** need a thorough sweeping and mopping at least once a week.Cleaning of **Walls, ledges, corner/ceiling** cobwebs should be done regularly.
* **Vacuum Cleaner** is in the bathroom off the small dining hall. It needs to be emptied (before or after) every vacuum. Mats inside and outside both entrances to dining hall and in entrance of small dining hall should be vacuumed daily.
* Maintenance of vacuum cleaner should be done once a month. There are a few foam filters that can be “washed” clean and must be dry before replacing. The canister is basically “washable” as well and it is very good for the functioning of the vacuum cleaner to be cleaned of dust, etc.