**RULES FOR WORKING IN THE LAB**

1. Always wear a clean apron. Only DIRTY aprons & towels go in the laundry to be washed.
2. Long hair must be tied back.
3. Wash hands with soap and water before beginning to work. Do not touch hair or face during food preparation.
4. All dishes, utensils, cookware, etc. must be properly cleaned and returned to its place.
5. Always empty drains of all garbage, wipe dish pans and sinks dry, and place dry dish drainers under sinks.
6. At the beginning of the lab set up sinks with water, detergent, dish drainers, etc. Keep drains in sink to prevent garbage from clogging the sink. NEVER POUR LIQUID FAT DOWN THE DRAIN! Pour fat into a container, allow it to solidify and put in the garbage.
7. Wipe up all spills immediately with a paper towel or rag; please do not use the dish cloths.

1. All clean wet dish towels and cloths should be hung on the racks under the sink at the end of each lab.
2. Please work quietly in groups so general directions can be heard.
3. Kitchens must be left neat and clean at all times!
4. Measuring cups and bowls should be stacked one inside the other for storage.
5. Electric mixers should be stored with beaters inserted.
6. Measure all ingredients/supplies at the general supply table and carry back to your kitchen.
7. All leftover food should be placed in small containers, covered, DATED, and put into the refrigerator.
8. Please refill ice cube trays if you use them.
9. Make sure stoves and burners are turned off at the end of the lab and all parts of the stove are left CLEAN.
10. Close all cabinets and doors when not in use.
11. Do not sit on the counters or tables.
12. Remove all jewelry that might get in the way of cooking.
13. Make sure hands are dry when using electrical equipment. Be sure to turn off and unplug all appliances; the plug should be pulled out by the head and not the chord.
14. Never use water to extinguish a grease fire. Smother the fire with a lid or use baking soda or salt.
15. Do not use the same spoon for stirring and testing. Use a clean spoon for each taste. Do not put fingers into the batter.
16. Do not cut on counters or tables, always cut on a cutting board.
17. To avoid fires keep all paper and cloths away from the range. Do not heat oil until you are ready to add something into the pan.
18. To prevent cuts wash sharp knives separately; do not put knives into the dishpan, leave it off to the side.
19. Always use DRY potholders to lift hot pots and pans, not towels.
20. To prevent spills and accidents, turn handles of pots and pans in toward the range.
21. DO NOT LEAVE YOUR KITCHEN UNTIL IT HAS BEEN CHECKED BY INSTRUCTOR!