**CKPC G014 Kitchen Regulation**

CKPC has been immensely supportive in nurturing students and fulfilling students’ request. Since we noticed that CKPC students won the championships of ICC Cooking Competition in 2016 and 2017, in December 2017, our college has decided to establish a “Master Kitchen” in order to promote cooking activities within the college. “Master Kitchen” is open to all CKPC students. Our college has set up this regulation in order to manage “Master Kitchen” (G014) more effectively.

Article 1

(Conditions of Usage)

1. Registrants must have taken part in a training session for Master Kitchen before they can register and use the kitchen.
2. If any damage occurs, registrants must notice the college office by the next working day and will be responsible for the situation. See Article 4.

Article 2

(Registration and Reservation)

1. There must be a minimum of 3 people together in order to register and use the kitchen.
2. Before using the kitchen, each person should submit identification document (e.g. Student ID) to the college security. After using the kitchen, the identification document will be returned when the kitchen has been checked by college office or designated person in charge.
3. College students are allowed to reserve the kitchen 7 days in advance.
4. College office has the priority to reserve the kitchen for college activities.
5. Registered students are allowed to store food inside the fridge of the kitchen, however, registration is also required for food storage.
6. Registered food should be tagged before putting into the fridge. Registered students are required to write down their student number and the reserved date on the tag. The reserved date is also the expiry date of storage.
7. There will be a regular kitchen cleanup every Monday, any expired food will be cleared.
8. On the day of regular kitchen cleanup, any kitchenware and condiments without tag will be treated as college property automatically.

Article 3

(Hygiene Policy)

1. In order to guarantee the hygiene and cleanliness of the kitchen, users are required to follow the following rules:
2. Every kitchenware should be returned to its original place after being used.
3. Food waste should be cleared immediately.
4. Please clean all cooking utensils after using them.
5. Please maintain the cleanliness of kitchen, especially the table and the floor.
6. Except condiments which need to be stored under low temperature and registered food that are not expired, there should not be any cooked or uncooked food inside the fridge.
7. Alcoholic drinks are prohibited in the kitchen. If students want to organize activities in the kitchen which involve alcoholic drinks, please ask for permission from college.

Article 4

(Compensation Policy)

1. If there is any damage in the kitchen, please contact college office immediately and provide explanation. College office will make decision according to the damage level and reason in order to consider compensation or repairing. College has the right to investigate and ask the responsible person to compensate according to actual situation. The compensation will not exceed the price of damaged utensil itself.
2. If there is any damage in the kitchen observed but no one reports to the college office, college has the right to cancel the responsible person’s right to use the kitchen and the person will be called to account. If there is any harm due to unreported damage in kitchen, college will not take responsibility.

Article 5

(Safety and Property Issue)

1. Please be careful when using the cooking utensils in the kitchen, college will not take responsibility for any harm to body or property due to using cooking utensils of the kitchen.
2. College will not take responsibility for any harm to body due to eating the food product from the kitchen.

CKPC is the final authority on the interpretation of the regulation

Effective Date: March 2018