



Louisiana Edible Creations Center

Kitchen Rules and Regulations

GENERAL RULES

1. Any tenant manufacturing a product for sale must provide the management with documentation of an approved license issued by the State of Louisiana Department of Health and Hospitals – Health and Food Department and/or Ascension Parish Health Department.
2. Any tenant manufacturing a product for sale must provide the management with proof of \$1,000,000 product liability insurance. The policy shall cover and protect the LECC, the AEDC, and SMG, and its employees respect to bodily injury and property damage liability arising from Tenants’ use of the kitchen premises or from the use, sale, or distribution of products manufactured by the Tenant at the kitchen. This type of insurance costs about \$100 per month.
3. Tenants must have workman’s compensation on all employees in order to operate in the facility.
4. Only authorized tenants and their employees are allowed in the building or on the premises.
5. Tenants shall provide the management with all inspection reports or notify the LECC management of any upcoming inspections at least one week in advance.
6. Tenants must complete an initial orientation and training course before using the facility.
7. If at any time tenants are found using the kitchen without prior reservations, tenants will forfeit their rights to continue their contract with AEDC and will lose all rights and privileges of the kitchen.

KITCHEN RULES

1. Tenants must sign in on the calendar when entering the kitchen, sign out on the calendar when leaving, and indicate all equipment used. The calendar will be located on the wall next to the freezer.
2. Kitchen must be left clean and ready for the next user or your cleaning deposit will be used to hire a cleaning service and you will be required to put down another \$100 cleaning deposit in order to use the kitchen again. Please use the checklist for each piece of equipment.

KITCHEN SANITATION AND SAFETY

1. Clean and sterilize all food contact surfaces with sanitizing solution prior to starting work and after work is finished. Sanitizing solution = 1 teaspoon bleach to 1 gallon cool water.
2. Disposable gloves are to be worn when handling ready to eat food.
3. All food in refrigerators, walk in coolers and/or freezer must be labeled with owners' name, food name, and date placed in the cooler. Potentially hazardous food must be self-contained in their own storage container to prevent cross-contamination.
4. Only detergents, cleaning supplies, and chemicals provided by LECC may be used unless otherwise approved by the management. No detergents or chemicals are allowed in the food production area. Cleaning supplies will be stored and locked in the maintenance room.
5. Tenants will be responsible for bringing and cleaning their own towels, aprons, lab coats, etc.
6. Clean and sanitize all equipment according to posted instructions at the completion of production.
7. Cooler and freezer temperatures will be recorded daily by the manager.
8. Only unopened packages and containers of food are to be brought into the kitchen. Once opened, food can be stored for future use or removed by the tenant.
9. Tenants are encouraged to leave any of their own equipment in the kitchen between scheduled uses. All equipment brought into the kitchen must be washed and sanitized prior to use.
10. All tenants must be aware of the potential food safety hazards from food stored above or beside tenants' food. All raw meats shall be placed in covered containers and stored on the bottom shelf in the cooler or freezer.
11. If ice is needed for food preparation, use ice provided by the kitchen. Remove ice from ice container with the supplied scoop.

PERSONAL HEALTH CLEANLINESS AND SAFETY

1. Hands must be washed thoroughly before starting work, after handling food, after smoking, after using the toilet, and after using a handkerchief or tissue. The hand sink in the production area must be used for hand washing only. The sink in the restroom must be used after using the restroom facilities. Hands must be washed with hot soapy water for a minimum of 20 seconds and dried with a paper towel.
2. All cuts must be bandaged with waterproof protectors, and water tight disposable gloves must be worn.
3. Tenants with open lesions, infected wounds, sore throats, or any communicable disease shall not be permitted to work in the kitchen.
4. No eating or drinking permitted in the kitchen area. No use of tobacco products are allowed in the building. Please do not leave cigarette butts on grounds around building.
5. All tenants and employees shall be cleaned and well groomed. Clothing should be made of a washable fabric. No open-toed shoes are to be worn in the kitchen.

6. All tenants and employees are required to wear hair restraints. This includes the use of both hair and beard nets as necessary.
7. Personal belongings must be kept out of the food preparation and storage areas. All personal belongings are to be stored in a designated area or off premises.
8. Remove all insecure jewelry that might fall into food or equipment. Remove hand jewelry when manipulating food by hand.

I have read, understand, and agree to be bound by the above conditions. This form is in the nature of a contract, and not merely a form of acknowledging receipt of the above rules and regulations.

SIGNATURE OF TENANT

DATE