

Sea Park PTO Popcorn Machine Return Form & Checklist



Project Name: _____

Faculty/Staff Borrower Name: _____

Associated Club Name (if any): _____

Number of Batches of Popcorn popped: _____

Revenue Generated from Sales: \$ _____

Popcorn machine must be used and cleaned in accordance with the use and cleaning directions outlined in the Popcorn Machine Use policy. If you have any questions on the use or cleaning of the popcorn machine, please ask! PTO will assist as necessary.

At a minimum, after proper use and cleaning, the following tasks should be completed:

- Container lids for popcorn tub and popping oil are secure and free of oil residue.
- All measuring cups/spoons (oil, popcorn, salt) and serving utensils (scoop) have been washed/dried and placed back in container in popcorn cart cabinet.
- All removable parts, doors, drop panel, scrap drawer and corn pan have been cleaned with liquid dish soap and are free of oil residue.
- Kettle was removed from cabinet (unplugged at receptacle and taken off hanger arms), cleared of any remaining popcorn, wiped down on inside and outside, and is free of oil splatter and residue.
- Kettle was cleaned using 'Heat 'n Clean" kettle cleaner (if excessively soiled from use).
- All popcorn and popcorn kernels have been removed from cabinet bottom and warmer parts in bottom of cabinet.
- Inside and outside of popcorn machine cabinet has been wiped down with soapy water to remove all splatter and residue (while taking care to not have drippy water on electrical equipment).
- All parts (doors, drop panel, scrap drawer, corn pan, and kettle) put back in/on cabinet when dry.
- Popcorn machine and cart have been returned to faculty room in good working order.

Returned by: _____ **Date:** _____

Return Approved by PTO: _____ **Date:** _____