

## Procedure and Guidelines for Reusables Events

### 1) Request Submission (At least one week prior to the event)

- Create a request.
  - Specify the amount of tableware needed.
  - Link to Tableware Request form:  
<https://forms.gle/xzgpkQDrjQSKLUv8A>

### 2) Tableware Pick-up

- Contact Devin Brown to arrange pick location and up time.
  - Visit the location of tableware storage to check out the tableware.
  - Enter initial information into the Tracking sheet (Highlighted in Yellow).
  - Take the tableware and provide crates/bins.

Date	Organization/ Entity	Tableware Borrowed	Signature	Tableware returned	Date and Signature	Damages/Losses (+Description)

### 3) Event Setup

- Lay out the tableware near food or in a practical location.
- Set up return crates for plates, cups, and utensils (one crate for each).

### 4) Pre-event Announcements

- Inform attendees that the tableware is part of a reusable project.
- Request all used tableware be returned to the designated bins.
- Advise attendees to scrape or rinse large food items off before returning.
- Ideally, bring a bucket to collect organic food waste/napkins and have someone from the event compost or feed food scraps to pigs. (Scrap bucket will be provided)

### 5) Event Conclusion

- Scrape, wipe, or rinse large food items off used tableware.
- Return all tableware to the designated bin area.
  - Count the tableware to ensure accuracy.
- Transport the tableware to the cleaning area and follow the cleaning procedure (detailed on the next page).

## 6) Tableware Return

- Make agreements of when and where to return the tableware and return the tableware as arranged
- The attendant will recount the tableware.
  - Fees may apply for broken or missing tableware.
- Complete the final section of the Tracking sheet (Highlighted in Green).

Date	Organization/ Entity	Tableware Borrowed	Signature	Tableware returned	Date and Signature	Damages/Losses (+Description)

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## Cleaning Procedures

Three-Sink System (Use washing bins provided to complete three sink systems)

1. Scrape or rinse leftover food off the tableware.
2. In the first sink, scrub all surfaces of the tableware in warm, soapy water (110°F).
3. In the second sink, rinse the tableware thoroughly until no soap is remaining
4. In the third sink, soak the rinsed tableware in a cold chemical sanitizing solution or hot water (171°F) for at least 30 seconds.
5. Air-dry the tableware before use.

Industrial Dishwasher

1. Ensure the machine is prepared and filled with the correct cleaning agents.
2. Rack the tableware correctly based on type.
3. Select the appropriate wash cycle and adjust the temperature if necessary.

4. Complete the full wash cycle without interruption.
5. Allow the tableware to dry on racks before stacking.

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**Tableware Replacement Fee Sheet - Per single item (Just examples, prices can be altered)**

- Glasses (mason jars): \$3
- Small plates: \$4
- Bowls: \$3
- Large plates: \$5
- Utensils: \$1
- Serving tongs (long): \$7
- Serving tongs (short): \$6
- Forks: \$1
- Knives: \$1
- Spoons: \$1
- Chopstick \$.50 (individual chopstick)
- Patterned plates for serving: \$6
- Dessert plates: \$4
- Dinner plates: \$5
- Oval platter: \$8
- Drying racks - \$15
- Wash bin - 5