

COMMUNITY KITCHEN GUIDELINES

Community kitchens are provided for the shared use of residents. These kitchens are intended for residential-style cooking only and are not designed or equipped for commercial cooking or cooking operations that produce significant amounts of grease-laden vapors.

Residents are responsible for using the kitchen safely, remaining in the kitchen while cooking, and leaving the kitchen clean and ready for the next resident.

Cooking and Fire Safety

- Unattended cooking is prohibited. If a stove, oven, induction cooktop, or other cooking appliance is operating, a resident must remain in the kitchen area.
- Community kitchens are intended for limited residential cooking only.
- Cooking methods that generate excessive grease, smoke, or grease-laden vapors are prohibited.
- Deep-fat frying or deep-frying is prohibited.
- Large quantities of oil or grease may not be heated for frying.
- Pan-frying and sautéing are permitted only when using small quantities of cooking oil or grease consistent with normal residential cooking.
- Cooking that repeatedly produces heavy smoke, excessive grease accumulation, or activation of smoke/fire detection equipment is prohibited.
- Residents must immediately discontinue cooking if excessive smoke or grease vapors are produced.
- Cooking appliances may only be used for their intended purpose and in accordance with manufacturer instructions.
- Combustible materials, including paper towels, food packaging, potholders, and towels, must be kept away from active cooking surfaces.
- Do not place hot cookware directly on countertops. Use trivets, potholders, or other heat-resistant surfaces.
- Hot grease or cooking oil must never be placed in trash cans or poured into sinks, drains, or garbage disposals. Allow grease to cool and dispose of it in an appropriate sealed container.

Approved Community Kitchen Appliances

The following appliances may be used only in designated community kitchen areas:

- Air fryer*
- Crock pot/slow cooker*
- Instant Pot or similar electric pressure cooker*
- Microwave oven* — 800 watts or less
- Panini or sandwich maker*
- Steam cooking appliances*
- Toaster*
- Waffle maker*

*Appliances must be UL-listed or otherwise approved by the University and must be used according to manufacturer instructions.

Rice cookers, electric kettles, crock pots, air fryers, Instant Pots, and similar cooking appliances may not be used in individual student rooms. Approved appliances may be used in designated community kitchens within University-owned residences.

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Cooking and Fire Safety

Where induction cooktops are provided:

- Residents must use the University-provided induction-compatible pots and pans.
- Personal pots and pans may not be used on University-provided induction cooktops.
- Cookware must remain on the cooking surface only while actively cooking.
- Cooktops must be turned off and allowed to cool after use.

Kitchen Cleanliness

Each resident is responsible for cleaning the kitchen immediately after use.

Residents must:

- Wash and dry hands before beginning food preparation.
- Clean countertops and food preparation surfaces after use.
- Clean spills, broken glass, raw meat drippings, and other food debris immediately.
- Clean the stove, oven, cooktop, and other appliances after each use.
- Wash, dry, and properly store dishes, utensils, pots, and pans immediately after use.
- Remove trash generated during food preparation.
- Always use a cutting board; food may not be cut directly on countertops.
- Clean grease and cooking residue from cooking surfaces after each use.

Dishes, cookware, food, or trash may not be left in the kitchen for others to clean.

Garbage Disposal Use

Garbage disposals are provided for the disposal of small amounts of appropriate food residue only and are not intended to replace trash receptacles.

Residents must:

- Scrape plates, cookware, and food-preparation materials into the trash before placing dishes in the sink.
- Use the garbage disposal only for small amounts of residual food waste.
- Run cold water while operating the garbage disposal and briefly afterward.
- Never place hands, utensils, or other objects into the garbage disposal.
- Immediately report a jammed, leaking, damaged, or malfunctioning disposal rather than attempting to repair it.

The following items must not be placed in a garbage disposal:

- Cooking grease, fats, or oils
- Large quantities of food or food scraps
- Bones
- Eggshells
- Coffee grounds
- Rice, pasta, or other foods that expand when wet
- Fibrous foods or materials
- Fruit pits
- Metal, glass, plastic, paper, foil, utensils, or other non-food materials
- Any item not intended for disposal through a residential garbage disposal

Misuse of a garbage disposal that results in a blockage, plumbing backup, equipment damage, or service call may result in charges to the responsible resident(s) in accordance with University housing policies and the applicable damage or maintenance fee schedule.

Residents may not attempt to disassemble, repair, retrieve items from, or otherwise service a garbage disposal. Problems must be reported to University staff.

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Food Storage

Community kitchen food-storage space is limited. Residents are responsible for properly storing and monitoring their food.

- Stored food must be clearly labeled with the resident's full name.
- Raw meat must be kept in sealed, food-safe containers to prevent leakage or cross-contamination.
- Improperly stored raw meat may be disposed of immediately.
- Expired food must be removed within five days of the listed best-used-by date.
- Unlabeled, spoiled, improperly stored, or abandoned food may be disposed of by University staff.

Residents should regularly remove food and containers they are no longer using.

Failure to remove expired food, abandoned dishes, excessive trash, or other unsanitary materials may result in cleaning or damage charges in accordance with the University's applicable fee schedule.

Prohibited Cooking Practices

Because community kitchens are equipped for residential cooking and are not intended to function as commercial kitchens, residents may not:

- Deep-fry foods or submerge foods in heated oil.
- Use deep fryers or similar appliances.
- Heat large containers or quantities of cooking oil.
- Conduct cooking activities that routinely generate substantial grease-laden vapors.
- Conduct commercial food preparation, catering, or food production.
- Conduct commercial food preparation classes.
- Leave any active cooking appliance unattended.
- Disable, cover, remove, or otherwise interfere with smoke detectors, fire alarms, suppression equipment, or other life-safety devices.

Emergencies and Facility Issues

Immediately stop cooking if there is a fire, uncontrolled smoke, electrical problem, appliance malfunction, plumbing backup, or other unsafe condition. Evacuate the building and report fire emergency immediately.

Report Emergencies to Public Safety

Non-emergency appliance, plumbing, electrical, ventilation, garbage disposal, or other facility problems should be reported through the University's established maintenance reporting process. Failure to follow these guidelines may result in loss of community kitchen privileges, cleaning or damage charges, and/or other action under applicable University housing policies.

PUBLIC SAFETY EMERGENCY 812-492-7777

COMMUNITY KITCHEN GUIDELINES

COMMUNITY KITCHEN APPLIANCE MANUALS

Induction Range/Cooktop



Wall Oven

