

**Member’s Manual**

**2022**

**What is Lea’s Kitchen?**

Lea’s Kitchen is a fully certified commercial kitchen that can be rented by the hour to use to prepare foods that can be sold. It meets all the proper cleanliness and safety requirements The Erie County Health Department and Department of Agriculture. It also provides a kitchen for small food providers that would otherwise have to build their own commercial kitchen at great cost.

**How does the Kitchen work?**

 Upon payment of an annual fee and proof you have attended the Department of Health’s Level 1 or Level 2 Food Protection (See Business License and Insurance Requirements section in this document) class on working in a commercial kitchen or the equivalent, you will receive your own coded key to the facility. You can then schedule the hours you need on a daily, weekly, or monthly basis online. **Go to** <https://app.thefoodcorridor.com/en/signup> . Your hourly rate will depend on the number of hours you use the kitchen per month and whether you have an annual contract, or not. The annual fee comes with 2 free hours.

Level 1: ServSafe/PIC-Food service training for basic food safety. We would like everyone to have this class if using Lea’s Kitchen, this includes employees if more than 2.

Level 2: ServSafe Manager-Food Manager Certification You have food safety knowledge to protect public from foodborne illness where food is cooked, prepared and handled.

 You will let yourself in at your scheduled time, do the tasks required, and then clean up by the end of your allotted time (clean as you go). Since another chef may be walking in the door immediately after you, it is very important that you make time to clean or add time to the schedule you make to make sure you have enough time to do a good job.

 Schedule cleaning time in your rental time. We have set 30 minutes in between schedules to allow for additional clean-up time only if needed, you will not be charged for these 30 minutes of cleaning however, this is **extra cleaning time only** all food and cooking items must be cleaned up by your scheduled time or there will be hefty fines for not cleaning the kitchen properly on time and prep time with be added to your invoice if not used as intended. There is a commercial grade dishwasher to help speed the cleaning along. If you have questions please ask. Keep track of Kitchen Calendar for other renters using the space after you, if you run over and it affects them you will get charged their time unable to use as requested.

If you pay for storage you are not restricted on times for inventory in/out, however you are still required to let us know you will be entering the facility. If there are other renters in the building please avoid the prep areas due to cross contamination while they are working.

There is adequate refrigeration and freezer space in the Kitchen for the day’s work. Long term storage is available, including the opportunity to bring in your own commercial cooling units.

You are also able to rent ½ refrigerator in the kitchen (overnight) $10.00 daily, you must notify the kitchen with a text or email. We will add to your invoice.

 There is also considerable prep space which is rented separately for hot prep and cold prep. See rates for hot and cold prep spaces.

**How to become a Member**

1. Download the User Services Contract and Rate and Fee Plan from our website at [www.h2property.com](http://www.h2property.com).
2. Contact the H2 Property Management office for an appointment.
	1. Bring the contract, your membership fee and deposit. A check is acceptable.
3. There is a $100/year annual membership fee
	1. That comes with 2 free hours of kitchen use per year.
	2. The rest is for general admin fees, fobs, etc.
4. There is a $200 deposit that must be maintained at $200 to use the kitchen.
	1. This is returned minus any unpaid charges at the end of your membership.
	2. We will require you to have a credit card number on file with us.
5. You will need a certification in Level 1 or 2 ServeSafe/Food Protection from the Erie County Health Dept or the equivalent. Users need to schedule an appointment with the Health Department or Department of Agriculture prior to rental to go over Certification/Licensee requirements. Users ensure they are properly licensed for their intended business. If you scheduled with us to use the kitchen for an event/restaurant you will be required to have Level 2 Certification. If you do not, H2 Property Management will need to be onsite during the event and you will incur the cost for H2 to be there.
6. Lea’s Kitchen is not legally responsible for ensuring you are properly licensed.
7. As a client of Lea’s Kitchen, you acknowledge that all required licenses have been met.
8. Upon paying your membership fee and deposit, you will be given a fob for the rear door, you will also provide a 4-digit code for the security system to enter/exit the building
	1. Please be aware that your enter/exit must match your scheduled time or you will be invoiced for any overage.
	2. If used for inventory no scheduled time is needed, however you must notify us.
9. You will then be given a link to the Food Corridor online app that will let you reserve space.
10. The User Contract you fill out will ask how many hours you plan to use per month. That will set the price you will pay per hour.
	1. You can change this at any time by submitting a new contract.
	2. The User Contract will also state our rules and your agreement to abide by them.
11. You may then set your schedule in the kitchen by reserving your time slots using the Food Corridor app.
12. You will enter and leave at your appointed times, ensuring your leave time to clean the kitchen properly.

**Rates and fees**

**Annual Fee:**  $100 per year Comes with two free hours per year.

A current certification in Level 1 Food Protection from the Erie County Dept of Health or equivalent is required.

**Deposit:** $200 Must be maintained at this level to use Kitchen.

**Hourly Rates:**

Hot Prep Area:

* + 1-15 hours per month: $25/hour
	+ 16+ hours per month: $20/hour

Cold Prep Area ONLY

* + $15.00 per hour

**Food Truck/Cart:** $10 per hour or $250 monthly fee includes in/out use 1x daily use of dishwasher a month

 • Must mark calendar- “dishwasher only food truck” for times you will be using space so hourly renters know in use.

• If you need to use hot or cold prep you must schedule/pay that like other renters. Please check calendar to make sure available.

• Storage or refrigerator/Freezer space

 additional fee

**Discounts:**

Non-Profit: 10% discount

H2 Tenant: 5% discount

**Cancellations**:

12 Hour notice or you will be invoiced a $50 fee for the time scheduled.

**Cleaning fees:**

A $50 fee will be invoiced per occurrence if space is not cleaned appropriately after 1 verbal warning, for first offense. $100 for each subsequent offense.

**Reserving space**

Space is reserved using an online app that you can download from our website using a link there. Once onboarded through the link, each User will have a login and password. Space can be reserved up to 30 days in advance. This is how you can ensure that you have the same time slots month after month. The instructions for running the app are included with the app.

* When reserving space, you are reserving either hot prep (2) or cold prep (2) tables. There could be another renter reserving other 2 tables. Check the calendar before you “expand your paid space” you are NOT guaranteed all 4 tables.
* Equipment being used please reserve what you will be using when booking space (especially hot prep rental) If another renter they may need to use certain items also.

\*while in kitchen you can share certain equipment if you both agree (Stove top and ovens) and both scheduled hot prep. But renter that has reserved has that option to share.

**Entry to the Kitchen**

The main entrance to the Kitchen is through the back door. The fob you received will only work on that door. It enters the kitchen most directly. You can park in the alley temporarily to drop off what you need for the session. **Please move to park**, as the alley does lead to the back of the City building and trucks have required access through it. It is an emergency access for the rest of the block. If you are parked there, you will be towed. You will then enter your alarm code for your business (required at arrival and departure).

The front door is only to be used with Lea’s Kitchen management approval. It is also an emergency exit, of course.

Cameras- We do have cameras throughout Lea’s Kitchen for your safety and ours. We do periodically look at them to make sure all renters are properly using the Lea’s Kitchen, as well as if a renter calls about an issue to go back and check. H2 has the right to check cameras as needed.

**Storage on premises**

No food or personal cooking equipment is to be left on the main floor after your session is over. The walk in and reach ins are to be emptied. Anything left behind in the Kitchen or anywhere on the ground floor after a session becomes the property of the Kitchen and may be thrown away. You will be charged a cleaning fee if you leave food, as well.

a. Kitchen equipment and containers CAN NOT be used for your storage in the

 refrigerator or freezer you are required to supply your own containers.

b. All items MUST be dated per Health Department requirement.

Storage is available onsite. Six cages are available for rent for dry storage and personal commercial refrigeration/freezer units. Private cages as well as shared cages are available. We also rent all of those options by the shelf in our own units.

**Fees**

* Dry storage:
	+ Shelf $15/month for 4 foot of shelf space
	+ Full Rack $45/month. 3 shelves
	+ ½ cage $120/month Holds 2 full racks or 1 rack and up to 1 cooling units\*
	+ Full cage $200/month Holds 4 full racks or 2 racks and up to 2 cooling units\*

\*Add $40/month per unit to place your own cooling units (up to 22 cu ft each) in a cage (racks and cooling units not included). – please check with us prior to make sure requirements are met prior.

* Cold Storage
	+ Refrigerator (walk in) $30/month per section - vertical split sections
	+ Freezer $15/month per shelf/per section
	+ Your Personal unit $60/month, up to 22 cu ft unit, not including shelf space in cage
* Food Storage Rules
	+ Everything **must be** date labeled.
	+ Use your containers for storage NOT Lea’s Kitchen pots and pans.
	+ As required by the Health Department, we reserve the right to throw away any items not properly stored.
	+ Dry storage items need to be in totes on shelves 6 inches off the ground, NO open containers or bagged items ex: buns, potatoes, etc. are allowed stored in the basement.
	+ ONLY food items allowed stored in fridge or freezer. NO paper products, empty storage containers, you must purchase dry storage space for these items.

**What equipment is provided**

1. 36” Gas Range, 6 burners
	1. Southbend Model X-4361D
2. Gas Tilt Skillet Braising Pan, 30 gallons
	1. Southbend Model BGLM-30
3. Gas Kettle, 20 gallons
	1. Southbend Model KSLG-20
4. Convection Oven, gas
	1. Southbend Model BGS/22SC
5. Gas Floor Fryer, 35-40 lb
	1. Southbend Model SB35S
6. Planetary Mixer, 20 quarts
	1. Globe Model SP20
7. Ice Cuber, 460 lb/day
	1. Manitowoc Model IYT-0420A
8. Dishwasher, Approx 39 racks/hour
	1. Jackson WWS Model TEMPSTAR VENTLESS
9. Microwave
10. Meat Slicer
11. Commercial 4 qt. Food Processor
12. Toaster Oven
13. Walk in Cooler
14. Reach in Freezers/Refrigerator
15. Sinks; hand sink, 3 basin sink, vegetable prep sink and mop sink.
16. Prep Tables- 4 hot prep tables and 4 cold prep tables

**Basic cooking equipment provided**

Please leave our cookware here. If pieces go missing during your allotted time you will be charged for those items and the money removed from your deposit which must be restored to $200 before you can use the kitchen again.

**Cooking equipment**

You can have access to a large variety of basic equipment. Specialized appliances are also available. List is in the binder.

1. You must reserve the hot prep equipment to be used during your scheduled time on The Food Corridor.

\*At this time there are no fees for basic equipment however we do reserve the right to change this if we feel necessary.

**Guidelines for cleanup – Cleaning Checklist located at back entrance. This MUST be checked off and signed off after each kitchen use.**

1. All dishes, utensils, pans, etc., are to be cleaned, air dried and put back in the appropriate storage space.
2. Nothing is to be left in/on the sinks, tables, floors, or counters.
3. Food processor, Meat slicer and all its components are to be washed, rinsed, dried, reassembled and returned to their proper storage after use, according to posted instructions.
4. Sinks, counters, tabletops, equipment, etc. must be thoroughly cleaned and sanitized after use.
5. For any soiling or spills all rubber rugs must be lifted off the floor taken outside and cleaned accordingly.
6. **Sanitizing**
	1. Go to the 3 Bay Sink use sanitizing solution -please use it in a properly colored bucket at prep tables.
7. Any food spills in the refrigerator, freezer, microwave, stove, or ovens must be cleaned thoroughly using the appropriate cleaner and method as described on the cleaning instructions posted on the equipment.
8. Fryers must be free of oil; if required the fryer must be cleaned with your own cleaner in order to remove undesired leftovers and left ready for the next user.

 a. grease is dumped outside in black oil container.

 b. grease with soap and water from cleaning is dumped in floor drain or 3-bay sink ONLY.

1. Floors and under all counters and equipment should be swept clean, mopped, sanitized, buckets washed out, mop heads rinsed, squeezed dry and hung to dry inside the mop bucket and returned to the janitor’s closet.
2. Empty bucket wastewaters into designated mop sinks ONLY. Cleaning or rinsing of mops or custodial equipment in any Kitchen sink is against health codes and therefore not permitted.
3. All trash must be properly bagged and placed in an exterior dumpster.
4. Important Note: If H2 is left to hire a person daily to mop the fee will be passed on to the group and or taken from the Cleaning Deposit. H2 is not responsible for cleaning the Kitchen after each renter, including mopping the floor. Users/Renters using the Kitchen should be doing the mopping. H2 is cleaning common areas such as front area by tables, front steps, back area by door, bathrooms, pest control and deep cleaning (bi- monthly).

**User checklist for maintaining and using the Kitchen**

1. Fans above the stove must be turned on when cooking and turned off before leaving unless someone is ready to use it afterward. (picture is posted next to for shut off positions)
2. Dishes, pots, pans and utensils washed, dried, and returned to storage position.
3. Countertops and sinks washed, sprayed with sanitizer, and air-dried.
4. Stovetops washed clean; oven wiped clean (if used).
5. Microwave, refrigerator and freezer wiped clean of spills and splatters.
6. Leftover foods properly disposed of or stored properly.
7. Kitchen floor was swept clean and thoroughly mopped.
8. Supplies and equipment returned to their proper places.
9. All tables and chairs in front wiped clean if used during your rental time.
10. Waste trash cans’ bags tied and taken to the dumpsters. This is to prevent sour odors and varmint infestation from regular garbage. Dumpsters are located outside the back door of the Kitchen on side of the building (yellow dumpster)
11. All empty boxes must be broken down to flats and then placed in a dumpster.
12. Trash cans relined with proper size bags (on shelve by microwave) if you had something leak it is your responsibility to clean the trash can.
13. Make sure ALL faucets are shut off by handles, this includes Mop Sink; 3-bay sink; Dishwasher faucets.
14. Kitchen Users Must sign the Kitchen Use Log verifying that all food handling and clean-up procedures have been followed. DON’T JUST MARK OFF WHEN NOT DONE.
15. Kitchen Use Log sheets should be left in a binder on the shelf by the back door.

Food handler health and hygiene

Prior to the use of the kitchen, the User should instruct all of their workers to do the following:

1. Do not come to the kitchen if you are sick with a contagious illness such as influenza (chest cold and fever), have a bad cold or symptoms of a stomach ailment (diarrhea or vomiting), or if you have had diarrhea or vomiting in the past 72 hours.
2. Remember to bring any medications or reading glasses that you may need.
3. Come to work in the Kitchen wearing clean clothes.
4. Bring some kind of hair restraint to wear in the Kitchen. This can be a hair net, scarf, cap or hair-tie that will keep hair neatly in place and out of the food. H2 does have hair nets and beard covers located on shelves by microwave if needed.
5. If you have long, polished fingernails, consider trimming your nails and removing nail polish. If you come to the kitchen with polished nails, you will be required to wear gloves at all times.
6. Wear comfortable close-toed shoes. For safety and sanitation reasons, sandals and other open- toed shoes may not be worn by Kitchen workers.

Kitchen evaluation

H2 will evaluate the condition of the Kitchen after use for compliance with these guidelines. Should the areas not be organized or cleaned in accordance with our standards you will be charged with a cleaning fee and/or will forfeit any deposit. Misuse of the Kitchen may lead to a group or individual forfeiting their right to use the kitchen in the future.

A “Kitchen Use Log” will be filled out by everyone who uses the Kitchen. It is a checklist of procedures to follow in equipment use, cleanup, etc., as described in the Kitchen Policy. Kitchen Use Log sheets are on the information wall. Please sign and return the log to the appropriate area of the Kitchen wall when your time is completed.

**Violation of kitchen standards or breakage**

If the Kitchen is left in an unacceptable condition after use, a verbal warning will be issued by a H2. A second incident will result in a written warning to the person and a scheduled meeting with H2 will be required. A third violation will terminate the person’s and/or organization’s right to use the Kitchen. H2 holds the right to over pass the warning period and terminate immediately if H2 deem necessary.

Any damage, abuse or loss occurring during the usage of the kitchen must be recorded on an incident report and given to H2. Restitution, if necessary, for the damages will be determined by the Property Management Team at H2. Generally, the organization or event group will be charged for the replacement of missing or broken items.

If any Health Department violations are incurred by your business and Lea’s Kitchen is cited and receives a violation as a result, all fines charged to Lea’s Kitchen will be paid by the user who has incurred the violation.

**Lea’s Kitchen Code of Conduct**

We fully expect all members/users to be considerate, respectful, and collaborative with each other while at the facility; this includes, but is not limited to, all member events and functions hosted at Lea’s Kitchen. The Code of Conduct applies to all “users and members”. Users and members include kitchen users, H2 employees, employees of kitchen users, vendors, and another person’s visiting Lea’s Kitchen. The expectations of our Code of Conduct apply at all times within Lea’s Kitchen and Lea’s Kitchen sponsored events.

**Anti-Harassment Policy**

Harassment of any kind shall never be tolerated, and should always be considered as an “in the eye of the beholder, not the person delivering the message” environment. We fully understand that particular personal relationships have extended parameters and privileges, but we must also maintain a sense of security for all those entering in addition to working within Lea’s Kitchen, as such our Code of Conduct policy strictly prohibits the following:

• Offensive comments related to gender, gender identity/expression, age, sexual orientation, race, religion, disability, body size, and physical appearance

• Sexualized or otherwise inappropriate images and discriminatory and hateful speech (including in content on social media that is harmful to users and members or any Management of Lea’s Kitchen)

• Deliberate intimidation, stalking, or following

• Harassing or unwanted photography or recording

• Inappropriate or otherwise unwelcome physical contact or sexual attention of any kind (ex: unwanted hugs, playing with hair, or touching pregnant bellies)

 • Questions, comments or actions without empathy and to directly inflame negative response in return. (We expect all words and actions to be rooted in thoughtfulness and conducive to positive working relationships within our coworking commercial kitchen)

 • Any other harassing, abusive, discriminatory, or derogatory conduct

**Expectations for our Lea’s Kitchen Community**

While working within the commercial kitchen space we expect everyone will:

• Be considerate, respectful, and collaborative (collaborative as relevant to coworking in a commercial kitchen)

• Abide by all policies and act as stewards of our Code of Conduct

• Interact with visiting patrons and other users and members in authentic, thoughtful, and empathetic ways that help foster our Lea’s Kitchen community

 • Abide by the rules set forth in the Lea’s Kitchen User and Member Manual

• Be mindful of fellow users and members with regards to your volume and content of conversations when working in mutual scheduled time and space

• Alert H2 Property Management staff to any Code of Conduct violations or potential threats to safety

 **With regard to any outside events held at Lea’s Kitchen**

The event organizers will take appropriate action against unacceptable behavior that goes against the Lea’s Kitchen Code of Conduct. Lea’s Kitchen ownership reserves the right to refuse service of any client, patron, vendor found to be in violation of behavior that is not aligned with our company values. Organizers may expel their participants from the event without warning or refund based on unacceptable behavior found to violate our Code of Conduct policy.

**Non-Lea’s Kitchen users and members**

Please be considerate and respectful of the Code of Conduct policies that are required of all Lea’s Kitchen users and members.

**Kitchen first aid**

There is a First Aid Kit located on the back wall by the door. Should an incident occur Incident reports can be filled out with H2 Property Manager. Please contact directly for instructions at 419-370-1037.

**Business license and insurance requirements for Kitchen users**

You will need the appropriate business tax license from the city in which you conduct business if you are going to sell in or to a restaurant or retail store. That means if you conduct your business in Sandusky, you will need to get your business tax license from the City of Sandusky or Erie County. It is not Lea’s Kitchen legal responsibility to ensure you are properly licensed. If you are found to be in violation, we will terminate your contract with Lea’s Kitchen. If any fines are incurred to Lea’s Kitchen as a result, you will be responsible for those fees as well.

Lea’s kitchen is required by Code that everyone using the kitchen be properly certified prior to using the kitchen. Therefore, a Food Safety Management Certificate is required for all owners and managers. A Food Safety Handlers certificate is required for all other users.

a. Level 1: courses are accessed online through [www.servsafe.com](http://www.servsafe.com) (course & exam)

b. Level 2: contact Erie County Health Department for the next scheduled class.

The kitchen requires every artisan and/or company to carry a food and general liability policy for no less than $1 MIL per person. However, if you are looking to wholesale your food product to places like Whole Foods you will need a $2MIL per person minimum liability limited. Search online for Food Liability Insurance Programs for more information on coverage and costs. The kitchen requires that Lea’s Kitchen, LLC is an additional insured on all policies before the kitchen may be used.

**General liability insurance** will protect the kitchen and tenants against liability claims from someone being injured on the kitchen premises; **product liability insurance** will protect against liability claims if the food you prepare makes people sick; **property insurance** will protect you if any of your own equipment stored at the kitchen is stolen or damaged; and workers’ comp insurance will protect you if your workers are injured at work.