



100 Ericson Court, Arcata CA 95521

707-822-5955

## **Foodworks Culinary Center Operating Policies and Procedures**

### **PARKING**

Each tenant is assigned reserved parking. All unmarked parking is available for tenants, employees and visitors on a first-come, first-served basis. Parking is provided only while conducting business at the building. Vehicles parked for more than five (5) days without moving will be considered abandoned and will be towed away at owner's expense.

### **SMOKING**

Smoking is expressly prohibited in all areas of the building at all times. Those wishing to smoke outside may do so at least 20 feet away from the building, and are responsible for disposing of any and all cigarette butts in appropriate receptacles.

### **DRUGS/ALCOHOL**

Tenants and employees are prohibited from using any illegal drug or narcotic on the Foodworks property, and allowing either to be used or brought onto the property. Use of alcohol is confined to tenant premises. Alcohol may be served in the conference room during receptions or meetings.

In the interest of safety, anyone known to be under the influence of drugs or alcohol will be asked to leave the property.

### **PETS / ANIMALS**

Pets and animals are prohibited from the building, common areas, and Foodworks premises.

### **HOURS OF OPERATION**

The Foodworks building is open to tenants 24 hours a day, 365 days per year unless closed for repair, alteration or maintenance as needed, and with prior notification unless temporarily closed in the event of an emergency.

### **COMPLIANCE WITH LAWS**

All tenants are required to be in compliance with any and all applicable Federal, State and local laws, statutes, rules, regulations, provisions and codes enforced by any regulatory agency having jurisdiction over their operations.

Tenants are responsible for ensuring that their individual operations, equipment, and production conform to all applicable codes and regulations.

### **SANITATION**

Tenants are expected to maintain clean, orderly premises in compliance with all Federal, State and local health and safety codes. Tenants must not permit the accumulation of food waste, dirt, dust or debris that might contaminate the operations of other tenants or attract pests to the building.

All spills will be cleaned as soon as reasonably possible and no later than the end of each production day.

Tenants are responsible for cleanup of any spill or unsanitary condition caused by themselves or their agents in any and all common areas. Only USDA approved cleaners are permitted for use within the premises.

Tenants will exercise due diligence to avoid contaminating or clogging the waste disposal system including all sewer and drain lines. Food wastes are to be thoroughly strained prior to disposal in the building sewage system to prevent food particles from clogging drains and sewer lines.

Personal health and cleanliness is essential to producing a safe and sanitary food product. All employees and personnel involved in the production of food product must be trained in safe food-handling procedures and practice good personal hygiene. The following procedures will be observed by all tenants:

- Tenants are expected to be clean and well groomed. No open-toe shoes are to be worn in the manufacture of food.
- Hair should be worn back and out of the way. Beards are to be covered. Hair nets should be worn as a precaution.
- Hands should be thoroughly washed before starting work, after handling food, after smoking, after using the bathroom, and after using a tissue. Hands should be washed with hot soapy water for a minimum of 20 seconds and dried with a paper towel.
- Hands should be kept away from face and mouth.
- No eating, drinking, or smoking is permitted in kitchen areas.
- Personal belongings should be kept out of food preparation areas.
- All cuts should be cleaned and bandaged with waterproof protectors, and watertight disposable gloves should be worn.
- Tenants with open lesions, infected wounds, sore throats or any communicable disease shall not be permitted to work in the kitchen area.
- Tenants and all personnel should remove unsecure jewelry that may fall into food or equipment. All hand jewelry must be removed when manipulating food by hand.
- Clean and sanitize all food contact surfaces prior to starting work and after work.

#### **WAREHOUSE**

Tenants are responsible for marking and securing all equipment, supplies and product placed in the warehouse, freezer, cooler or common areas. Food items placed in the freezer or cooler must be labeled with the business name and the date that it was made/placed in the freezer or cooler. Items must be placed in the companies allotted space, not in front of or in another businesses space. Warehouse storage must stay within the confines of the allotted space.

The City of Arcata is not responsible for theft, loss or damage to tenant equipment, supplies or product. Known theft of product, equipment or supplies, willful destruction or unauthorized use of other tenant or City of Arcata equipment may be cause for termination of lease and possible criminal prosecution.

#### **COMMON AREA MAINTENANCE**

Every business that uses the Foodworks building will be charged a Common Area Maintenance (CAM) fee every month. The CAM fee is to cover general building maintenance costs that benefit everyone such as landscaping, pest control, septic services, security services, custodial services, and fire suppression services expenses. The CAM fee is based on the previous year's expenses for these services and divided by the number of building users.

#### **SECURITY**

All doors are to remain locked at all times. They can be unlocked when in use, and locked immediately after.

Individual kitchen tenants are responsible for locking and securing their unit. This includes locking and alarming their unit. Rental Kitchen tenants are responsible for locking the Rental Kitchen after its use.

Tenants are urged to report any actual or potential breach in security to management as soon as possible.

### **KEYS AND LOCKS**

Individual Kitchen Unit Tenants receive one key to their kitchen when they move in. Each Rental Kitchen tenant is issued one key to the Rental Kitchen for their exclusive use. Each key requires a \$50 deposit. Tenant's may request and receive additional keys for an additional deposit fee. Keys are not to be duplicated. All keys must be returned upon termination of the rental agreement. Access to the warehouse, freezer or cooler are also subject to a \$50 key deposit.

### **LOADING AND UNLOADING**

Loading and unloading of passenger vehicles within reserved and assigned parking spaces is permitted providing that materials are moved directly from the premises to the vehicle or vehicle to premises without delay.

### **SAFETY**

Tenants are responsible for complying with all Fire Department regulations and restrictions.

Tenants are responsible for providing safe working conditions for their employees and complying with all appropriate requirements, rules and regulations enforced by agencies, City, County, State or Federal with jurisdiction.

Tenants are responsible for ensuring their employees observe safe work practices in all common areas and throughout the building.

Any repair to electrical, mechanical, natural gas or ventilation systems shall be made by appropriately licensed contractors.

Tenants shall provide and maintain a properly supplied First Aid Kit on premises at all times.

In the event of any life threatening accident or natural disaster, evacuate building and notify appropriate authorities. Return to the building only after receiving approval from authorities.

Tenants are prohibited from engaging in any activity that threatens the safety of either their employees or others in the building.

### **TRASH**

Tenants are responsible for removal of trash, food waste and recyclables from the premises at the end of each day. Tenants are responsible for maintaining a neat garbage bin area and must ensure that garbage bins have a secure lid.

Hazardous and/or toxic waste must be disposed of at Tenants expense in a manner prescribed by CAL-OSHA and shall not be disposed of in any trash, sewer or recycle system.

Any spill or discharge of trash, litter, garbage, or recyclable materials anywhere in common areas or the warehouse must be cleaned immediately.

### **PEST CONTROL**

Keeping insects, rodents, birds and other pests out of the building is essential to the safety and sanitary operation of a food production facility. Each tenant is responsible to safeguard against the introduction

or spread of pests in the facility. Each tenant is to keep all exterior door closed except while in use or when a screen door provides protection against the entry of pests.

At no time may poison be used to eliminate bugs, rodents or other pests.

#### **LIVING QUARTERS**

Building and premises are not to be used as living quarters.

#### **GREASE**

Tenant is prohibited from frying or any other process which creates "grease laden vapors" unless specifically granted permission by landlord. Such permission is only to be granted to those tenants who premises is equipped with a Type I exhaust hood, flue system and fan and fire suppression system in good working order.

A grease bin is located in the garbage are for tenant use. Do not dispose of grease down any drains.

#### **MINORS**

Tenants and their employees are advised of their responsibility to maintain direct supervision of all minor children, who in the interest of safety are restricted to tenant's premises and common restrooms. Minors are not allowed on the premises unless accompanied by an adult.

#### **NUISANCES**

The Foodworks Culinary Center makes neighbors of all tenants. Please respect each other's rights and privacy.

Tenants are responsible for containing any and all noxious aromas, smells and smoke within their premises at their expense.

Equipment shall be maintained so as to reduce noise, vibration and unnecessary heat.

Tenants are responsible of the actions of his/her employees and will be held accountable for compliance.