

KITCHEN EQUIPMENT INVENTORY

(non-food)

Center: _____

Date: _____

1. List **only** usable items - those in good condition or better.
2. Do not include Styrofoam, paper or recycled plastic containers, or any plastic silverware.
3. List all items belonging to your center, regardless of the source.
4. In deciding how many more may be needed, figure numbers for snack and lunch for children, usual staff and two volunteers. Consider that you typically do not use large bowls for both meals, etc.

Item	Standard supply for Single center	Standard supply for Double center	Number Center has on hand	Number needed
Plates (9" Melamine)	2 dozen	4 dozen		
Dessert Plates 7 1/2" Melamine	2 dozen	4 dozen		
Platters (11 7/8 x 8)	6	12		
Serving Bowls (8" Vollrath)	1 dozen	2 dozen		
Cereal Bowls (6 1/2" or 10 oz)	2 dozen	4 dozen		
Small Bowl (5" or 5oz fruit bowl)	2 dozen	4 dozen		
Sm. Clear Glasses (5oz)	4 dozen	6 dozen		
Small Stacking Coffee Cups	4 dozen (if used in place of 5oz glasses, less if used for coffee)	6 dozen (if used in place of 5 oz glasses, less if used for coffee)		
Refrigerator Thermometer	1 per refrigerator	1 per refrigerator		
Food Thermometer	1	1		
Table Knives	2 dozen	4 dozen		
Teaspoons	4 dozen	6 dozen		
Forks	4 dozen	6 dozen		
Tablespoon (child serving spoons)	1 dozen	2 dozen		
Tongs (child size)	6	1 dozen		
Gravy spoon (child size)	3	6		
Silverware Cylinders	6	8		
Utility Cart	1 (if needed)	1 - 2 (if needed)		
Insulated Containers (for transporting food)	2 (if needed)	2 - 4 (if needed)		
Dishpan	2 (or more)	2 (or more)		
Drainer	2	2		
Drain Board	2	2		
Dish Cloths	12	12		
Dish Towels (throw away old)	12	12		
Potholders	4	4		
Potholder mitts	2	2		
Measuring Spoons	2 sets of 3	2 sets of 3		

Item	Standard supply for single center	Standard supply for double center	Number Center has	Number needed
Measuring Cups (dry)	2 sets	2 sets		
Measuring Cups (wet)	2 sets	2 sets		
Mixing Bowls	Set of 3	Set of 3		
Sauce Pans	Set of 3	Set of 3		
Fry Pan	1	1		
Soup Pot	1	1		
Vegetable Peeler	2	2		
Paring Knife	2	2		
Large Knife	2	2		
Rubber Spatula	4	4		
Large Tongs (for cooking)	1	1		
Large Spoons (for cooking)	4	4		
Soup Ladle (for cooking)	1	1		
Pancake Turner	1	1		
Wire Whip	1	1		
Pitchers (for juice or soup)	6	6		
Colander	1	1		
Cutting Board	1	1		
Wooden Spoons	3	3		
Cookie Sheets	2	4		
Cup Cake Pan	2	4		
Cake Pan (9x13)	2	2 - 4		
Pizza Pan	2	2 - 4		
Pizza Cutter	1	1		
Hand Can Opener	1	1		

Item	“√” - If Needed, “N/A” if not applicable, “Good” if in good condition
Stove	
Refrigerator	
Dishwasher	
Microwave	
Electric Fry Pan	
4 Slice Toaster	
Hand Mixer	
Blender	

Item	“√” - If Needed, “NA” if not applicable, “Good” if in good condition
Electric Can Opener	
Hot Plate	
Toaster Oven	
Coffee Maker	
Vacuum	
Mop	
Broom	
Janitorial Mop Bucket	

Food Equipment from another organization: Describe each item; ownership and condition: (use add'l paper if necessary)