

Maple Magic 2020

Site Preparation Jobs List

February 2, 2020

1) Areas To Be Cleaned:

- **General Store** – Floor/Walls/Counter/Tables
- **Main Hall** – Windows (Inside)/Floors/Tables
- **Kitchen** – Griddles/Counters/Sinks/Tables/Fridge/Floor – Fridge will need Extra attention again this year!!
- **Windows (Outside)** – Main Hall
- **Garbage/Recycling Containers**

2) Equipment Preparation:

- Level Gas Griddle in Kitchen
- Gas Hookup (Doug Wilson ?)
- Set Up Tables – Serving (2 Stainless Steel, 2 small), Meal Ticket Sales (1 small), General Store (inside - 1 Stainless Steel, 1 large, 2 small) (outside – 1 small)
- Cover Tables with Table Cloths provided (Excludes Stainless Steel tables)
- Set up plastic Shelving Units (ones used in Food Booth at Village Fair) – Serving (1 unit), General Store (1 unit)
- Prepare Coffee Makers for use (clean with spring rod)

3) Equipment Distribution:

- **Kitchen** – Warming Tray (1 x large rectangular), Cream Whippers (x 4), Batter Prep containers & other equipment.
- **Serving** – Coffee Maker, Warming Trays (1 x large rectangular, 1 x round), White Kettle, Coolers Red/Blue (Butter, Creamer/Milk Storage)
- **General Store** – Coffee Maker (Carafe), Black Kettle, Robinson's 60-Cup *Coffee* Urn, Waffle Makers (5 x Maple Shaped, 1 x Waffle-on-a-Stick), Carafe Holder Rack, Hot Plate (Taffy-on-Snow use)

4) Materials Distribution:

- **Kitchen** - Pancake Mix (2 cases), Waffle Mix Regular (1 case), 18L Water (5 containers), Maple Syrup Stock (500ml bottles)
- **Serving** – 500mL Bottled Water (All cases), 18L Bulk Water (3), Plates/Utensils/Serviettes/Cups/Straws etc., Apple/Orange Juice /UHT Milk/UHT Chocolate Milk (1/2 stock), Milk/Creamer Portions (1 bag each in one Cooler), Butter Portions (1 box in second cooler), Coffee Pouches, Tea Bags
- **General Store** – 500mL Bottled Water (2 case), Apple/Orange Juice (1 case each), Waffle Sticks, Foil Hot Dog Wraps, Hot Chocolate & Cider Mixes, Hot Cups (10oz), Cup Lids (2 sleeves)
- **Miscellaneous** – See Mike for direction

5) Miscellaneous:

- **Kitchen** – POST Instructions for Kids Gourmet “Build”, Whipped Cream Preparation, Batter Make-up (Pancake, Waffles), VOLUNTEER Roster
- **Dining Hall** – Put Up Fire Extinguisher, Queue Line, Extension Cord/Mat for Coffee Maker, Set out Garbage/Recycling Bins, Fly Sticky Traps on Windows (Cluster Flies), Cover upper half of electrical outlets at Serving area with tape (check), POST VOLUNTEER Roster in Serving area
- **General Store** – POST Waffle Makers instructions, Toppings list with inspection instructions, Price List, “Caution Hot” Signage, Hot Choc/Cider Make up Instructions & VOLUNTEER Roster
- **Sugar Shack** – Fly Sticky Traps on Windows (Cluster Flies)
- **NO Smoking/NO Vaping Signage** – POST Smoke-free & Vape-free Event Banners on fences by entrance to laneway (at house), Put up small “No Smoking” signs (check)
- **MM Event “This Weekend” Roadside Signs (25)** – Place around the area & along route to Regal Point (weather & ground conditions permitting)
- **MM “Event Direction” Sandwich Boards (2)** – NE Corner Berford Street & Frank Street and Oxenden corner at Concession 24.
- **MM “Turn Ahead” Sandwich Boards (2)** – on Berford Street in front of Foodland & in front of Terri Hasting’s Real Estate location.
- **MM “This Weekend” Sandwich Board Signs (2)** – On Berford Street by pathway in front of Cenotaph/beside RBC, outside Foodland main entrance.

6) Mike:

- Assemble Utensil Packs (Kathy) – Months of January/February
- Pick Up Flanagan Order #1 (Joel Hetherington’s home) – Jan 28th
- Wholesale Club (OS) 1st purchase + place order for Feb 20th pickup – Feb 3rd
- Pick Up Pancake & Waffle Mix (Mississauga) – Feb 18th
- Wholesale Club (OS with Trevor) 2nd purchase – Feb 20th
- Miscellaneous Requirements purchase – Mar 8th
- Pick Up Sausage Order (Flanagan - Dockside Willie’s) – Mar 12th (AM/PM)
- Pick Up Coffee/Maple Candy Corn order (Northern Confections) – Mar 9th
- Pick Up “Smoke-Free/Vape-free Event” Banners from Public Health – w/o Mar 9th
- Consolidate Equipment & Materials (Regal Point Drive Shed Office) - Ongoing
- Dishes/Utensils Cleaning – At end of each day
- Inventory – At end of each day