

Coffman Memorial Union

Catering Service Prep Areas

Operating and Cleaning Instructions

What does it have:

There are two catering kitchens in Coffman: the 3rd floor kitchen and the Great Hall kitchen. Both rooms are only preparation rooms to keep the cooked food warm. There are no ovens to cook food in either prep room.

The 3rd floor kitchen has a freight elevator, trash cans, tray-holder carts, ice bin (there is an ice maker in the Great Hall prep room, but not the 3rd floor one), Victory refrigerators (1 regular and 2 reach-in-&-pass-thru), sink and faucet, soap, paper towels, rolling shelves, hot cabinets, Nielsons well pans, and 3 Delfield 2-stack dish dispensers.

The Great Hall prep kitchen has a trash can, well pans, 1 regular Victory refrigerator, 4 Victory reach-in-&-pass-thru refrigerators, tray-holder carts and shelves in the refrigerators, sink and faucet, soap, ice maker with scoop, 4 Cres Cor Hot Hold, and 4 Delfield 2-stack dish dispenser.

There are no freezers, ovens, silverware, or utensils for use. Caterers are expected to clean up after themselves or there will be a cost incurred on to the guest. There are signs up in the catering kitchens on how to operate and clean the equipment provided.

How to access prep spaces and elevator:

- Events and Conferences must be notified if you plan on using these catering preparation facilities at (612) 624-9954.
- Visit the Events and Conferences office in room 309 Monday through Friday 8:30am – 5pm to have your prep space unlocked. **-OR-**
- Visit the Information Desk on the 1st floor to have them radio a building manager.

Trash and Recycling:

- Trash and recycling is located in the East Loading Dock. For assistance in removing your trash from the prep space, please contact a building manager at the Events and Conferences office or by going to the Information Desk.