

Name: _____

HUID: _____

Email: _____

Phone Number: _____

Role of Borrower: First-Year Student PAF Proctor Staff Member

HARVARD COLLEGE
FIRST-YEAR EXPERIENCE OFFICE
Kitchen Supply Inventory and Check-Out Form
 (Please indicate the number of items you are checking out next to the item name)

Utensils

_____ Can opener

_____ Chef knife

S M L

_____ Cookie cutters

_____ Grater

_____ Ice cream scoop

_____ Ladle

_____ Meat thermometer

_____ Measuring cups

Liquid Dry

_____ Measuring spoons

_____ Paring knife

_____ Pasta spoon

_____ Peeler

_____ Rolling pin

_____ Serving spoon

Metal Nylon Wooden

_____ Spatula

Metal Silicone

_____ Tongs

_____ Whisk

Pots & Pans

_____ Baking pan

M L

_____ Baking sheet

_____ Bread loaf pan

_____ Cooling rack

_____ Muffin/cupcake pans

_____ Pie plate

_____ Pot

S M L

_____ Skillet/frying pan

S M L

_____ Stock pot

M L

_____ Wok

Bowls

_____ Colander/Strainer

_____ Mixing bowl

S M L

_____ Sifter

Appliances

_____ Blender

_____ Crockpot

_____ Griddle (Proctor sign-out only)

_____ Hand mixer

_____ Juicer

_____ Pitcher

Glass Plastic

_____ Tea kettle

_____ Urn (Coffee/Tea)

General Kitchen Ware

_____ Cutting board

_____ Dish cloth

_____ Hot pad/Oven Mitt

_____ Serving dish/tray

_____ Tupperware

S M L

By completing this form, I, _____, understand that I am responsible for the kitchen equipment that is indicated above by quantity. The equipment is the property of the First-Year Experience Office and is meant to be used and enjoyed by any member of the current first-year class. By signing below, I agree to the following:

- I will be held financially responsible for the loss of, or damage to, the equipment that I am borrowing;
- I will clean the equipment so that it can be used by the next group of first-year students; and
- I will return the equipment to the First-Year Experience Office **3 days** from today, on _____ (date).

Student Signature upon Checkout:

X: _____ (signature) _____ (date) _____ (phone)

Staff Signature upon Return:

X: _____ (signature) _____ (date)