

HOW TO LEASE A TEMPORARY KITCHEN

The following are the recommended steps for renting a temporary kitchen facility from Kitchen Corps, Inc.

DESIGN PROCESS

- 1) Client should identify temporary cooking and dining facility items for requirements
 - a) When a client is preparing for a temporary facility they must understand that the facility will most likely be smaller in square footage than their permanent facility. For this reason it is recommended that the client determine what equipment is absolutely necessary to have in the temporary facility. Kitchen Corps, Inc. will do its best to accommodate as much as possible for each client however, there are times when some equipment must be left out and/or changed.
 - b) Clients should determine necessary equipment based on the following:
 - i) What will their menu be during the use of the temporary facility; will/can it be changed and/or minimized during the temporary process?
 - ii) Will the client be using disposables during the temporary process? Will they require a dish machine if they choose to keep non disposables?
 - iii) Will the client's food deliveries be the same? Will refrigeration requirements be more or less than current refrigeration?
- 2) Client should send requirements to Kitchen Corps, Inc. design team
 - a) The client should send a list of requested equipment and needs to Kitchen Corps, Inc. by fax or email.
 - b) The client should also speak to a Kitchen Corps, Inc. representative directly to discuss needs and options.
 - c) A Kitchen Corps, Inc. representative can and shall be available for an on-site visit to discuss requirements and survey the layout of the possible temporary kitchen facility site.
- 3) Kitchen Corps, Inc. shall design the best temporary solution for the clients needs.
 - a) After talking to client directly, a Kitchen Corps, Inc. representative and design team will determine what facility and equipment will be the best fit for the client based on the clients' needs and budget.
- 4) Kitchen Corps, Inc. shall send project drawings and an equipment lease agreement based on client's needs and Kitchen Corps, Inc.'s recommendations.
 - a) Client shall look over drawings and determine if the recommendations will be sufficient for their temporary needs. If client feels there needs to be changes, contact Kitchen Corps, Inc. representative and discuss changes.
 - b) Kitchen Corps, Inc. shall accommodate the client's needs and requests for any changes or suggestions at the best of their ability.

EXECUTION OF EQUIPMENT LEASE AGREEMENT

- 1) Kitchen Corps, Inc. shall send final Equipment Lease Agreement and Delineation of Responsibility to client based on the agreed upon layout of the temporary facility to client by email or fax.
 - a) Kitchen Corps, Inc.'s Equipment Lease Agreement will depict all costs related to the rental of a temporary kitchen facility. All costs will be placed in a clear and easy to understand layout.
 - b) Kitchen Corps, Inc.'s Terms and Conditions will be clearly stated and follows the cost layout.
 - c) A Delineation of Responsibility will follow the Terms and Conditions and will show client clearly who will be responsible for what during the rental process of the temporary facility.
- 2) Client shall read entire Equipment Lease Agreement, Terms and Conditions, and Delineation of Responsibility prior to the signing of Agreement.
 - a) Client shall contact Kitchen Corps, Inc if they have any questions or concerns regarding Kitchen Corps, Inc. documents.
- 3) Client shall send approval to Kitchen Corps, Inc. by signing the front page of the Equipment Lease Agreement and initialing all pages of the Terms and Conditions, Delineation of Responsibility, and all drawings related to temporary facility. All documents can be sent to Kitchen Corps, Inc. by postal mail, fax, and/or email.

ADMINISTRATION

- 1) Client should supply a Certificate of Insurance to Kitchen Corps, Inc. prior to delivery of the temporary facility
 - a) A Certificate of Insurance must be sent to Kitchen Corps, Inc. through fax, email, and/or postal mail. This Certificate shall be proof of liability and property insurance on the temporary facility during the lease term agreed upon.
- 2) Client should contact all local and state agencies to obtain the necessary local and state permits as needed.
 - a) Client should make contact with said agencies as soon as an Agreement is made with Kitchen Corps, Inc. All local and state permit processes are different and could take a great deal of time and paper work. It is best to find out immediately any and all requirements.
- 3) Client should contact and make aware of the temporary facility placement to the local health department immediately after the signing of an Agreement with Kitchen Corps, Inc.
- 4) Client should contact all utilities and waste companies prior to delivery and set up of temporary facility
 - a) Utilities such as potable water, gray waste water, electricity, and natural gas or propane gas must be prepared and set up by client.
 - b) Kitchen Corps, Inc. shall provide the utility requirements to client and/or utility contractors to assist in the preparation.

TEMPORARY FACILITY DELIVERY AND START UP

- 1) Kitchen Corps, Inc. shall deliver and set up temporary facility on client site clean and grease free.
 - a) Temporary facility will be set at site upon delivery and prior to client utilities being connected.

- b) A Kitchen Corps, Inc. project representative shall be on site starting at the delivery of temporary facility.
- 2) Client should have all required utilities connected to temporary facility as quickly as possible after the delivery and set up of temporary facility.
- 3) A Kitchen Corps, Inc. project representative will stay on client site from delivery to the fire-off of equipment to ensure that the processes are smooth and answer all of clients questions or concerns.
- 4) Kitchen Corps, Inc. or third party food service equipment representative shall fire-off all equipment and temporary facilities for client.
- 5) The Kitchen Corps, Inc. project representative shall provide client with a temporary facility manual with any and all pertinent information regarding facility and equipment.
- 6) The Kitchen Corps, Inc. project representative shall walk through step by step on the use of equipment and the temporary facility with client.
- 7) The client should have the health inspector arrive on site and approve use of temporary facility.
- 8) After approval from the local health inspector the client is now ready and able to use the temporary facility for the approved lease term under the approved terms and conditions.
 - a) Client should keep all equipment clean and operational during the lease term of the temporary facility based on equipment manufacturer's recommendations.

COMPLETION OF PROJECT

- 1) Kitchen Corps, Inc. shall be as flexible as possible for client to allow extensions if necessary for the lease of the temporary facility.
- 2) Client should contact Kitchen Corps, Inc. directly regarding the completion of the temporary facility use 30 days prior to completion.
- 3) Kitchen Corps, Inc. shall prepare for pick up and transportation of the temporary facility.
- 4) Client should clean all equipment and temporary facility prior to pick up of facility.
 - a) Temporary facility is expected to be grease free and in the same condition it was delivered minus some normal use wear and tear.
- 5) Client should prepare temporary facility for tear down and pick up
 - a) Client shall contact utility companies to remove all utilities from temporary facility
 - b) Client shall ensure all equipment and facility is secure for transportation.
- 6) Temporary facility will be picked up and returned to Kitchen Corps, Inc. for final inspection for any cleaning and/or damages.
- 7) Finally, the client should enjoy their new permanent facility and keep Kitchen Corps, Inc. in mind for their future needs of a temporary facility.