

Meetings

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Legends

I use this tags in this book to find what needs to questions, scheduled or done

You can use the search bar to find them easily inside the book

- [Q]: Questions
- [T]: Time related, to be shceduled
- [TD]: To Do

RK's List

for Transition Meeting 31.7.24

https://docs.google.com/spreadsheets/d/e/2PACX-1vS7UoOlqQnzWqD_BFkrasyPtrFYa3Ur5R68K9DW0IGT3Y7_PW06TlyOQN4msjmasaWgVbXYKwJN06/pubhtml?widget=trueheaders=false

Wed 31 Jul 2024 8am – 9am (UTC)

Tan Cittadhammo Agenda

- Contact email address for transition officer [TD]
- Information Access (plans, contact, documents)
 - Area concerned [TD]
 - People concerned [TD]
- Constraints (important dates)
- Decision-making process
 - ABC, ASC, etc.
- Chanel of communication
 - Jigsaw, Rachaya, Caroline, Ajahn Asoko, 6s group, sub-commity, etc.
- Printer in the mudita office? [TD]

Meeting 22-01-2025

Grease trap training

1. grease trap training
2. Date to be checked with Ajahn Nyanadassano
3. Invite monastic 30-60 min
4. Lay team to be trained
5. Eleonora will lead

Ventilation

- training in first week of march. Needs few monastics
- Wok, open filter or increase power. Need testing

Scarp washing up

1. Scrape the food
2. Check list
 1. drain
 2. grease trap
3. keys system for larder (KA locks after last dana 5pm)
 1. Keeps keys in the kitchen office accessible for KA and tea chore people
 2. OR ask the nuns to lock/unlock the larder morning and evening
3. Floor

Dishwasher

Do we need a dishwasher ? WR not ideal time to take decision. Need to take into account of modification of sink 2.

Ventilation speed in Sala

5pm-7pm will be low speed.

Winterisation

Sweep or blow the flat roof. Do not step on the flat roof.

Kitchen Floor cleaning

Find the good equipment, need better microfiber pad.

Mouses in old fridges behind the kitchen

Remove the fridges.

Meeting 24 Jan 2025

Following the snagging meeting of the other day, here are the points we discussed today at my meeting with Ajahn Nyanadassano:

A) The **12am Kitchen check** list would need to include instruction on:

1. **Scrape** the food out of the servery dishes with the scraper
2. Pour **water into the drain** (can be done with the brush and squeegee if the floor is cleaned)
3. **Grease trap** cleaning
 1. front liquid to be emptied and cleaned
 2. basket to be emptied and cleaned
 3. Water to be poured at the end of the washing up and later on during the day (5pm)
4. **Floor Cleaning**
 1. what kind of cleaning at what frequency TBD
5. Make sure the **multipurpose room** is included in the daily washing up list.

The checklist **format** could be enhanced with bold keywords, and some items could be divided into single units of the list.

Some rows could be grouped by activity (like Servery, etc.) and a "person in charge" cell could have its own column.

The items of the list should be explained in the **Kitchen Manual** and the coordinators trained on it.

B) **Locking up** and unlocking the **larders**

- Keeps keys in the kitchen office accessible for **KA** and tea chore people(?) and asking them to manage the locking/unlocking
- OR ask the **nuns** to lock/unlock the larder morning 6:30am and evening at 7pm

We did not come to a conclusion on this point.

C) **Training the lay support group**

- For points of A), We can add this to our training on **Friday** and invite as many people as we can (those who stay 3 months would have priority)
- I can do the training on the **floor washing** (Cittadhammo)

D) **Organising** information physically and digitally (wiki) for the Kitchen

- Kitchen Manual, list, manual, label, posters, etc.
- Maybe An. Chloë could help with that