

Kitchen Capacity Audit Worksheet

Audit oven, burners, refrigerator shelves, counter landing space, dishwasher, sink, and serving gear before committing to the menu.

GUEST COUNT	SERVE TIME	OVEN RACK SLOTS	REFRIGERATOR SHELVES FREE
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HOT CAPACITY ☐ Oven blocks needed ☐ Burners needed ☐ Counter landing after heat ☐ Rest / hold space	COLD CAPACITY ☐ Fridge shelf for prep ☐ Fridge shelf for drinks ☐ Cold refill containers ☐ Ice / cooler backup
CLEANUP CAPACITY ☐ Dishwasher empty? ☐ Sink landing protected? ☐ Trash / recycling space ☐ Leftover containers ready	DECISION ☐ Move one dish earlier ☐ Move one item off oven ☐ Move drinks out of kitchen ☐ Cut one high-pressure item

HOST NOTE / CHANGE I WANT TO REMEMBER

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Record each collision before it becomes a party-day surprise, then choose the simplest fix.

OVEN SLOTS

BURNERS

FRIDGE SHELVES

LANDING SPACE

CONSTRAINT	WHEN NEEDED	COMPETING ITEM	FIX / MOVE EARLIER	OWNER
Oven				
Burner				
Fridge shelf				
Counter				
Sink				
Dishwasher				
Serving vessel				
Cooler				
Trash / recycling				
Leftover space				