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I. Title PANTRY CLEANLINESS POLICY

II. Objective

To follow through the 5S way, the policy extends to ensure that the pantry is kept clean and tidy in order to minimize health and safety risk. The policy includes the use of utensils and kitchen appliances.

III. Scope

All employees are required to adhere to the policy. The company is not liable for the things placed outside the assigned locker.

III. Details

A. USE OF KITCHEN APPLIANCES AND UTENSILS

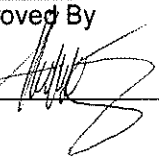
1. Utensils must be washed every after use. Never leave mugs and food containers in the sink or anywhere in the pantry. Locker is provided for you to keep your personal things.
2. Kitchen appliances should be unplugged and cleaned after using.
3. Microwave should be wiped after using.
4. Food kept in the refrigerator must be placed in a food container and must be sealed properly.
5. To maintain freshness and to avoid food bacteria contamination, unconsumed food within two days will be put into trash. This includes food placed in plastic cellophane

B. PANTRY AREA

1. Area should be kept clean at all times.
2. Wipe table fixtures every after eating.
3. Leftovers must be thrown to the garbage can before washing. This is to prevent the sink from clogging.
4. Sink must be kept dry at all times. Wipe sink every after use.
5. Dispose trash properly.
6. Never leave mobile phone and other electronic devise while charging. You may charge during break time and lunch time.

C. USE OF PROVISIONS

1. Coffee and sugar packs should be consumed once opened, otherwise, make sure it is sealed and kept it in your locker. You may consume it the next time you drink coffee.
2. Coffee mugs must be washed and returned properly.
3. Teaspoon for stirring must be washed after using. Never return the teaspoon unwashed

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