



INVESTMENT MANAGERS, INC.

3/F Grepalife Bldg., Sen. Gil Puyat Ave., Makati City

Trunkline: 8815-9636, Fax: 8816-112

Doc. No. PM-CA-03-00-Annex B_Rev. 0

To: **Tenant Name**
 Company Name
 Concession Area

Subject: **Housekeeping Policy**

Date: **Contract Renewal Date**

Please be informed that IMI strictly imposes the following safety rules and procedures in the operation of the canteens of Mapua at Intramuros, Makati, MCL and MHSS:

Food Handler

- All Canteen operators/lessors are required to submit the health certificate of their food crew. Health certificates must be issued by the Department of Health and Mapua/MCL/MHSS clinic. Canteen personnel must be free from any contagious diseases particularly tuberculosis, hepatitis A&B and skin allergies.

Wearing of Proper Uniform

- All Canteen operators/lessors shall provide uniforms for their crew to enable the Canteen Administrator to identify them.
 - The proper uniform should consist of clean T-Shirts or blouses with sleeves and slacks/maong pants, hair net, hand gloves, working shoes (preferably rubber shoes), apron, etc. No wearing of tight blouses, see-through blouses, backless/sleeveless/haltered blouses, leggings, culottes, capri pants, jogging pants, walking shorts and the like are allowed. Neither is wearing of jewelries such as earring, rings, necklace etc. allowed
- All canteen personnel are instructed to see to it that no unauthorized footwear such as slippers, step-ins, etc. are strewn here and there in their respective work areas.

Practice Proper Hygiene

The food crew should strictly observe the following:

- Regular washing with soap and drying of hands before handling food.
- Canteen personnel who are sick should not be allowed to work in the canteen.
- When coughing or sneezing, nose and mouth must be covered with a tissue that must be disposed of properly. Hands shall be washed with soap and water after coughing or sneezing.
- Ensure that utensils, plates, and drinking glasses are regularly sanitized.

Food Preparation

The food crew should strictly observe the following:

- Ensure that food is handled with a gloved hand or by the use of utensils.
- Ensure that counter and work table area are clean and regularly sanitized.
- Avoid cross – contamination of cooked and raw food; Hands or utensils that have been used to prepare raw food must be washed properly before they are used to prepared ready-to-eat or cooked food.



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Food Storage Requirements

The food crew should ensure the following:

- Ensure that the cooked food is maintained and kept in a clean container with cover.
- Ensure that the cold food is in the freezer or refrigerator.
- Raw food is not displayed in the counter.
- All tenants are not allowed to use plastic, styrofoam and all kinds of plastic materials.

Cleaning Requirements

All Canteen operators/lessors shall:

- Submit a schedule outlining how individual premises are cleaned.
- Provide garbage bins stored within working areas/individual premises. Tenants should have a procedure for storage and disposal of garbage.
- Schedule a general cleaning of the work area at least once a week, preferably Saturday. Hot water and soap must be poured down the sink to eliminate oil drips and other food residues that may cause clogging of the drainage.
- Utilize the sink in the working area only for washing of dishes and utensils and not for personal hygiene.

Food Premises

- Only canteen personnel and service crew are authorized to enter the food preparation areas of the canteen. Children are not allowed to stay in the premises where the food is being prepared and cooked.

Penalties.

Violation of the foregoing safety rules and procedures will be subject to the following sanctions:

- **1st Offense - Written warning**
- **2nd Offense – Penalty of P1,000.00 for every policy violated**
- **3rd Offense - Penalty equivalent to one month rental**
- **Termination of Contract**

For your strict compliance and guidance.

GEMA ONG CHENG

President/Chairman

CONFORME:

TENANT NAME

Owner