

# BUSOG, LUSOG, TALINO (BLT)

## Kitchen Maintenance Manual

A Guide to Keeping the “Day One Look and Feel” of BLT Kitchens



This BLT Kitchen Maintenance Manual  
is a property of:

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(Name of School)

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(Name of Contact Person)

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(Contact Number)

# **BUSOG, LUSOG, TALINO (BLT)**

## **Kitchen Maintenance Manual**

A Guide to Keeping the  
“Day One Look and Feel” of BLT Kitchens



# About the Manual

As its subtitle declares, Jollibee Group Foundation's (JGF) Busog, Lusog, Talino (BLT) Kitchen Maintenance Manual contains guidelines to help maintain the "day one look and feel" of the BLT kitchen and preserve its condition as close as possible to brand new. Its contents draw from the tested food safety and cleanliness standards as well as workplace practices of Jollibee Foods Corporation (JFC), JGF's parent company and is one of the largest and fastest growing Asian restaurant companies in the world.

The Manual is divided into five sections, corresponding to all elements in the BLT Kitchen's construction—Architectural Works, Electrical Works, Mechanical and Gas Line, Plumbing, and Equipment. In each section, the guidelines are presented following the Sort, Secure and Sustain framework:



**Sort** refers to the removal of materials that are unnecessary to the BLT Kitchen's workflow processes and operations;



**Secure** refers to the regular checking of the facility for any repair that needs to be done;



**Sustain** refers to the ongoing maintenance, cleaning of, and caring for the BLT kitchen.

In the appendices are "how-to" guides for common maintenance tasks as well as task checklists for easy reference.

JGF offers this Manual as a resource for its BLT partners, especially the Feeding Coordinator and Core Group that oversee the BLT Kitchen operations. It is aimed at equipping them with the knowledge and motivation to keep the BLT Kitchen in its prime state, thereby serving pupils and other members of the community for generations to come!

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This book was produced by JGF as part of its Busog, Lusog, Talino (BLT) School Feeding Program. All requests for replication, use of excerpts, and other uses of this book should be made to [foundation@jollibee.com.ph](mailto:foundation@jollibee.com.ph). More information on JGF and BLT School Feeding Program may be found at [www.jollibeefoundation.org](http://www.jollibeefoundation.org).

# The Busog, Lusog, Talino School Feeding Program



Hunger and malnutrition often lead to dropouts among public school pupils. In the same way that it takes a village to raise a child, nourishing pupils is best accomplished when different stakeholders come together to serve the common goal of seeing students well-fed, healthy, and inspired to learn.

Jollibee Group Foundation (JGF) supports this advocacy through its Busog, Lusog, Talino (BLT) School Feeding Program that was launched nationwide in 2007 to address short-term hunger and malnutrition among public elementary pupils. By its final run in SY2015-2016, BLT school feeding had reached 165,000 pupils in 1,567 public schools together with over 200 partners. When the Department of Education's (DepEd) budget for its School-Based Feeding Program (SBFP) was increased in 2016 to cover all undernourished public elementary pupils in the country, JGF shifted its approach from providing funds directly for school feeding to building BLT School Feeding Kitchens.

Today, each BLT Kitchen serves as a central site for food preparation and distribution to surrounding schools, feeding hundreds of children daily with less time and effort. As of SY2018-2019, there are 33 BLT Kitchens serving almost 25,000 severely wasted and wasted pupils in 235 public schools.

BLT Kitchens are platforms for various members of the community to work together, with the DepEd, school personnel, parent volunteers, LGUs and JGF taking on distinct roles in each kitchen's operation. JGF's publication of this Manual forms part of its technical assistance and continuing support to the BLT Kitchens and DepEd's SBFP.

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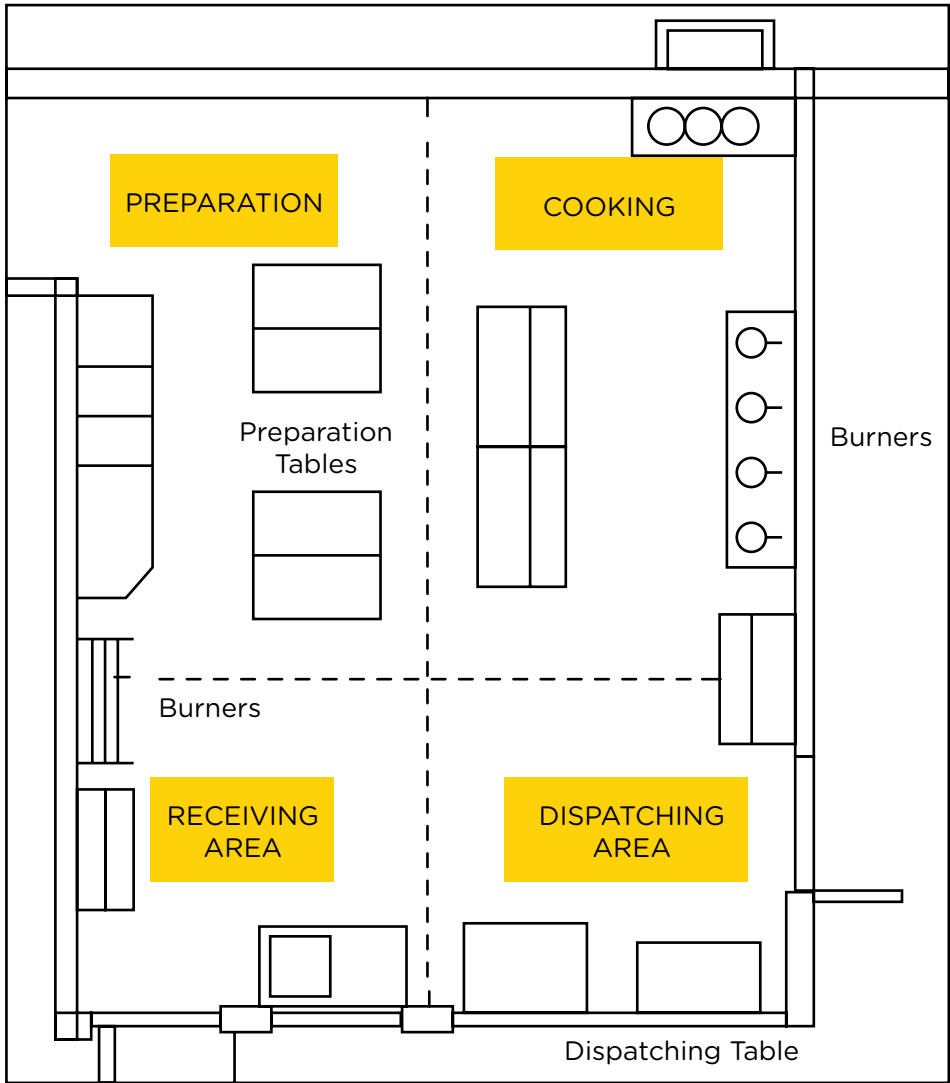
# Importance of Maintaining the BLT Kitchen

The table below shows the layout and list of equipment found in the standard BLT Kitchen. These have been designed to facilitate the efficient use of the kitchen. A properly maintained kitchen will:

- Improve safety and quality condition inside the kitchen
- Maintain optimum productive efficiency of facility and equipment
- Increase the life span of the facility and equipment

With each BLT Kitchen providing nourishment to hundreds of pupils on a daily basis, the importance of regular and proper maintenance cannot be overemphasized!

## Layout:



# List of Equipment



1. Work Table



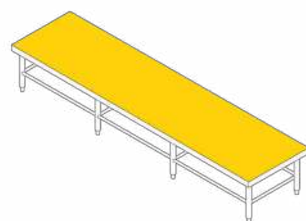
2. Work Table with 1 Layer Over Shelf



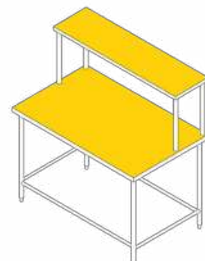
3. Work Table with 2 Layers Over Shelf



4. Three-Layer Shelves



5. Stove Table



6. Dispatching Table



7. Preparation Table with Sink



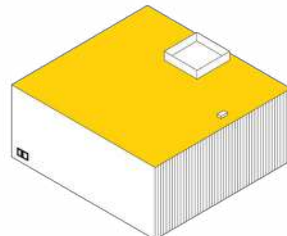
8. Three-Compartment Sink



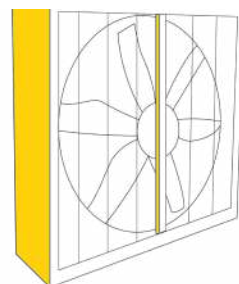
9. Grease Trap



10. Chest Freezer



11. Exhaust Hood



12. Exhaust Fan

# Using the BLT Kitchen Maintenance Manual

## Architectural Works




### Windows and Doors

Category

Subcategory

**FRAMEWORK:**  
Refers to the nature of the task stated. It has three types:

- **Sort** - removal of materials that are unnecessary to the BLT Kitchen workflow and operations.
- **Secure** - checking of the facility for repairs that need to be done.
- **Sustain** - the cleaning, maintaining and caring for the kitchen

Framework	Task	Frequency	Responsible
 Sort	<ul style="list-style-type: none"><li>• <b>Avoid hanging decorations</b> or mounting heavy items on the windows and doors.</li><li>• <b>Do not block the natural light</b> passing through the windows and the screen doors.</li></ul>	Daily	Feeding Coordinator and Core Group
 Secure	<ul style="list-style-type: none"><li>• <b>Replace destroyed door and window hardware</b> immediately, including but not limited to the following: door knobs and locks, hinges, window panels, open and close mechanisms.</li><li>• <b>Repair or replace damaged window and door screens.</b></li></ul>	As needed	Principal and the Core Group (to contact a carpenter as needed)
	<ul style="list-style-type: none"><li>• <b>Check the condition of the weather seals</b> around the windows and doors. Repair as needed.</li></ul>	Monthly checking and repair as needed	
 Sustain	<ul style="list-style-type: none"><li>• <b>Clean doors and windows</b> using a soft brush or cloth. As much as possible, keep the parts free from moisture, stains and dust.</li><li>• <b>Handle the doors and windows with care.</b> Close and open them gently. Avoid kicking and slamming the doors and provide stoppers if necessary.</li></ul>	Daily	Feeding Coordinator and Core Group

**TASK:**  
Refers to the specific instructions, repairs and checks to be done in the sub-category.

**FREQUENCY:**  
Refers to how often the corresponding task is to be done.  
  
*NOTE: For easier reference, Appendix E summarizes tasks to be done on a daily, monthly, annual and "as needed" basis.*

**RESPONSIBLE:**  
Refers to who will be the lead in making sure that the task is done. While the Feeding Coordinator is usually responsible, it is necessary that the whole Core Group should participate in the overall maintenance.






# Architectural Works

## Walls, Floors, Ceilings, Windows and Doors






# Architectural Works

## Walls, Floors, Ceilings

Framework	Task	Frequency	Responsible
 Sort	<ul style="list-style-type: none"> <li>Remove any materials posted on the walls that do not serve as reference for the kitchen operations.</li> <li>Do not vandalize the walls and the floors.</li> <li>Avoid hanging decorations or mounting heavy items from the ceilings.</li> </ul>	Daily	Feeding Coordinator and Core Group
 Secure	<ul style="list-style-type: none"> <li>If wall cracks are already visible, patch them immediately. (See Appendix A).</li> <li>Replace loose and damaged tiles immediately (See Appendix B). Look for a tile replacement similar to the ones currently installed.</li> </ul>	As needed	Principal and the Core Group (to contact a carpenter as needed)
	<ul style="list-style-type: none"> <li>Check the condition of the tile grout and replace if already worn off.</li> <li>Check for watermarks and mold growth in the ceilings. Eliminate sources of moisture and prevent mold growth by applying wood preservatives (i.e. Solignum). Immediately replace sagging ceiling panels.</li> </ul>	Monthly	
 Sustain	<ul style="list-style-type: none"> <li>Clean walls and ceilings with a soft brush/broom or by wiping with cloth at least once a week.</li> </ul>	Weekly	Feeding Coordinator and Core Group
	<ul style="list-style-type: none"> <li>Repaint the walls every four to five years or as necessary. If possible, avoid patch up paint works.</li> </ul>	Every 5 years or as needed	
	<ul style="list-style-type: none"> <li>Do not leave stains on walls and floor for extended periods. Clean them immediately.</li> </ul>	Daily	
	<ul style="list-style-type: none"> <li>Keep the floor dry as much as possible. Scrub and disinfect the floor at least once a week using soap and chlorine solution (1 tbsp of chlorine in 1 L of water).</li> </ul>	Weekly	




# Architectural Works

## Windows and Doors

Framework	Task	Frequency	Responsible
 Sort	<ul style="list-style-type: none"> <li><b>Avoid hanging decorations</b> or mounting heavy items on the windows and doors.</li> <li><b>Do not block the natural light</b> passing through the windows and the screen doors.</li> </ul>	Daily	Feeding Coordinator and Core Group
 Secure	<ul style="list-style-type: none"> <li><b>Replace destroyed door and window hardware</b> immediately, including but not limited to the following: door knobs and locks, hinges, window panels, open and close mechanisms.</li> <li><b>Repair or replace damaged window and door screens.</b></li> </ul>	As needed	Principal and the Core Group (to contact a carpenter as needed)
	<ul style="list-style-type: none"> <li><b>Check the condition of the weather seals</b> around the windows and doors. Repair as needed.</li> </ul>	Monthly checking and repair as needed	
 Sustain	<ul style="list-style-type: none"> <li><b>Clean doors and windows</b> using a soft brush or cloth. As much as possible, keep the parts free from moisture, stains and dust.</li> <li><b>Handle the doors and windows with care.</b> Close and open them gently. Avoid kicking and slamming the doors and provide stoppers if necessary.</li> </ul>	Daily	Feeding Coordinator and Core Group

# Architectural Works

## Roofing

Framework	Task	Frequency	Responsible
 Sort	<ul style="list-style-type: none"> <li><b>Ensure there are no heavy items</b> on top of the roofs.</li> <li><b>Do not create holes</b> and passageways through the roofing</li> </ul>	Daily	Feeding Coordinator and Core Group
 Secure	<ul style="list-style-type: none"> <li><b>Check the roofing for cracks,</b> blisters and holes at least once a year and repair damages as needed.</li> </ul>	Annual checking and repair as needed	Principal and the Core Group (to contact a carpenter as needed)
	<ul style="list-style-type: none"> <li><b>Replace missing roof sheets</b> and secure loose ones immediately.</li> </ul>	As needed	
	<ul style="list-style-type: none"> <li><b>Check the gutters and downspouts</b> at least once a year and repair damages as needed.</li> </ul>	Annual checking and repair as needed	
 Sustain	<ul style="list-style-type: none"> <li><b>Clean the drains at least once a year</b> and keep them clear of leaves and other solids that may clog the pipes.</li> </ul>	Annually	Feeding Coordinator and Core Group
	<ul style="list-style-type: none"> <li><b>Sweep off any standing water</b> in the gutters and downspouts after rains.</li> </ul>	As needed	



# Some Don'ts - in Photos

 **Sort- Architectural**  
Guard against these and other similar occurrences!



Windows Blocked From Natural Sunlight



Vandalized Wall



Decorations on Doors and Windows



Watermarks and Mold



Sagging ceiling panels



Destroyed Door



Wall Cracks






# Electrical Works

## Lights, Switches, Outlets



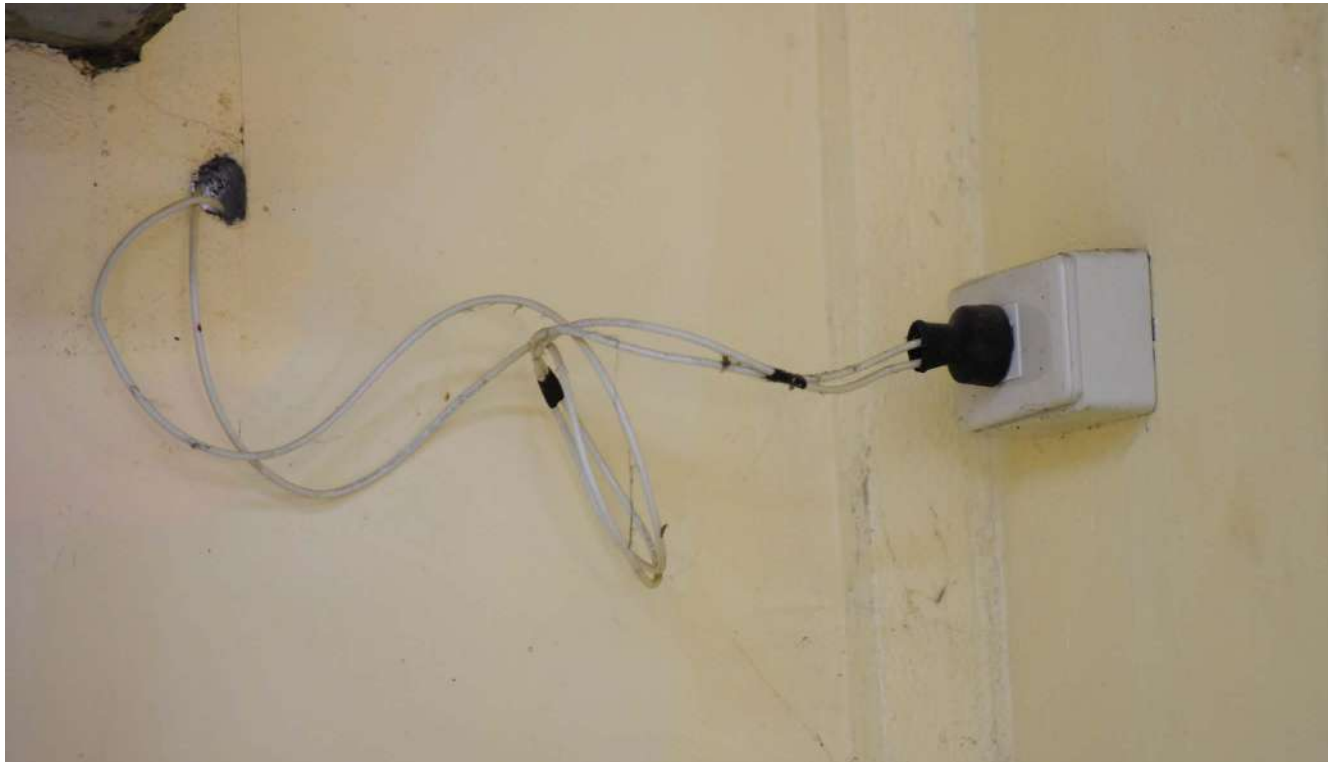
# Maintaining Electrical

## Lights, Switches, Outlets

Framework	Task	Frequency	Responsible
 Sort	<ul style="list-style-type: none"> <li>Make sure that cables and conduits are firmly attached to walls, and nothing is hanging from them.</li> <li>Ensure easy access to the electrical meters and switches. Remove hindrances going to and from the meters and switches.</li> <li>Avoid using additional extension wires to accommodate more appliances/equipment. This might cause electrical overload.</li> </ul>	Daily	Feeding Coordinator and Core Group
 Secure	<ul style="list-style-type: none"> <li>Replace busted lights as needed.</li> </ul>	As needed	Principal and the Core Group (to contact a carpenter as needed)
	<ul style="list-style-type: none"> <li>Repair damaged switches and outlets immediately.</li> </ul>	Immediately	
	<ul style="list-style-type: none"> <li>In case a breaker switch trips, check all outlets and remove all possible sources of overloading before turning it on again.</li> </ul>	As Needed	
	<ul style="list-style-type: none"> <li>Inspect wires and conduits at least once a year. Repair damages immediately.</li> </ul>	Annually	
 Sustain	<ul style="list-style-type: none"> <li>Turn off the lights after each use, and do not turn them on and off in quick succession.</li> <li>Do not leave appliances plugged-in and unattended for long periods of time (except for chillers if in use).</li> <li>Avoid constantly turning the breaker switches on and off.</li> <li>Keep the electric meters clean, visible and well-lit.</li> </ul>	Daily	Feeding Coordinator and Core Group

# Some Don'ts - in Photos

 **Secure - Electrical**  
Guard against these and other similar occurrences!



Hanging outlet

# Some Don'ts - in Photos

 **Secure - Electrical**  
Guard against these and other similar occurrences!



Damaged outlet



Damaged light



Damaged wire and outlet





# Mechanical and Gas Line

## Exhaust Hood, Ducting and Gas Line




# Mechanical and Gas Line

## Exhaust Hood, Ducting and Gas Line

Framework	Task	Frequency	Responsible
 Sort	<ul style="list-style-type: none"><li>Aside from the cooking timer, <b>avoid sticking and posting anything</b> on the exhaust hood.</li><li><b>Do not put anything on top of the ducting.</b></li></ul>	Daily	Feeding Coordinator and Core Group
 Secure	<ul style="list-style-type: none"><li><b>Clean the external part of the exhaust hood and the grills</b> under it with chlorine and water. Keep them free from all dust, grease and oil.</li></ul>	Monthly	Principal and the Core Group (to contact a carpenter as needed)
	<ul style="list-style-type: none"><li><b>Check the exhaust fan motor.</b> Contact JGF if the exhaust fan is not functioning.</li></ul>	Annually	
	<ul style="list-style-type: none"><li><b>Inspect the exhaust ducting</b> for splinters and holes. Turn off the exhaust hood then, with the help of the mechanical engineer, patch the holes by welding a piece of steel sheet over the damaged area.</li></ul>	As needed	
	<ul style="list-style-type: none"><li><b>Check the fittings and valves of the gas line.</b> Secure loose pipes and replace damaged fittings immediately.</li><li><b>Inspect the gas line for leaks</b> using the Bubble Test for Gas Leak. Patch the puncture by welding metal above it (See Appendix D).</li><li><b>Consult an engineer for repairs and problems</b> regarding the exhaust system and gas line.</li></ul>	Annually	

# Mechanical and Gas Line

## Exhaust Hood, Ducting and Gas Line

Framework	Task	Frequency	Responsible
 <p>Sustain</p>	<ul style="list-style-type: none"> <li>Check the inside of the ducting through the covered opening provided for severe grease accumulation. <b>For severe grease build-up only:</b> use chemical degreasers to clean the interior of the ducting. Use a small mop and spray for hard to reach areas.</li> </ul>	Annually	Principal and the Core Group (to contact an engineer as needed)
	<ul style="list-style-type: none"> <li>Clean the length of the gas line by using a damp cloth.</li> </ul>	Monthly	

# Some Don'ts - in Photos



**Sustain - Mechanical and Gas Line**  
Guard against these and other similar occurrences!



Dirty Exhaust Hood



Dirty Exhaust Hood Ducting



**Secure - Mechanical and Gas Line**  
Guard against these and other similar occurrences!



Loose Gas Line






# Maintaining Plumbing

## Sink, Grease Trap, Pipes, Faucets



# Maintaining Plumbing

## Sink, Grease Trap, Pipes, Faucets

Framework	Task	Frequency	Responsible
 Sort	<ul style="list-style-type: none"><li>Remove unnecessary clutter on the sink area.</li><li>Do not put anything on top of the grease trap that would prevent opening the cover.</li><li>Keep the floor drains exposed by not putting anything on top of it.</li></ul>	Daily	Feeding Coordinator and Core Group
 Secure	<ul style="list-style-type: none"><li>For minimal clogging, pour equal parts of baking soda and vinegar solution down the drain (See Appendix C). Use chemical decloggers only for severe clogging.</li></ul>	As needed	Principal and the Core Group (to contact a carpenter as needed)
	<ul style="list-style-type: none"><li>Check the length of the pipes under the sink for leaks and holes. Repair all reported leaks immediately.</li></ul>	Annual checking	
	<ul style="list-style-type: none"><li>Replace damaged faucets.</li></ul>	As needed	
 Sustain	<ul style="list-style-type: none"><li>Do not flush solids and oil in the sink and in floor drains to avoid clogging.</li><li>Empty and clean the grease trap.</li><li>Ensure that faucets are properly turned off after every use.</li></ul>	Daily	Feeding Coordinator and Core Group



# Some Don'ts - in Photos



## Sort- Plumbing

Guard against these and other similar occurrences!



Unnecessary clutter in sink



## Secure - Plumbing

Guard against these and other similar occurrences!



Damaged faucets



Damaged pipes



## Secure - Plumbing

Guard against these and other similar occurrences!



Dirty grease trap






# Equipment

## Stainless Steel Equipment, Burners, Chiller



# Equipment

## Stainless Steel Equipment, Burners, Chiller

Framework	Task	Frequency	Responsible
 Sort	<ul style="list-style-type: none"><li>• <b>Avoid putting objects</b> on the equipment that are not part of the kitchen workflow.</li><li>• <b>Do not write on, scratch, dent and puncture the surfaces</b> of the worktables and shelves.</li></ul>	Daily	Feeding Coordinator and Core Group
 Secure	<ul style="list-style-type: none"><li>• <b>Do not use damaged work tables and shelves</b> (i.e. with missing leg, severely dented surface, with large puncture, etc.) Have them repaired or replaced as needed.</li></ul>	Repair as needed	Principal and the Core Group (to contact a carpenter as needed)
	<ul style="list-style-type: none"><li>• <b>If there is corrosion</b> on the surface of a table or shelf, <b>remove it by scrubbing with soap and water.</b></li></ul>	As needed	
	<ul style="list-style-type: none"><li>• <b>Check the combustion efficiency of the burners.</b> The flame should be mostly blue. Adjust the cranks under the burners if orange flames are starting to appear. Replace damaged burners immediately.</li></ul>	Monthly	
 Sustain	<ul style="list-style-type: none"><li>• <b>Clean all stainless steel equipment</b> using chlorine solution daily.</li></ul>	Daily	Feeding Coordinator and Core Group
	<ul style="list-style-type: none"><li>• <b>Clean the burner</b> at least once a week, keeping the holes of the stove head free from gunk by poking a metal wire through the holes. Scrub the top grates using a steel brush with soap and water.</li></ul>	Weekly	
	<ul style="list-style-type: none"><li>• Immediately <b>defrost the chest freezer</b> if there is a severe ice build-up on the walls.</li></ul>	As needed	

# Some Don'ts - in Photos

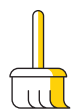


## Sort- Equipment

Guard against these and other similar occurrences!



Clutter on shelves



## Sustain - Equipment

Guard against these and other similar occurrences!



Dirty chest freezer



Dirty stainless steel

# Appendices

- A - How to Fix Cracks in Dry Wall
- B - How to Remove and Replace Tiles
- C - How to Unclog a Kitchen Sink Using Baking Soda and Vinegar
- D - Testing for and Repairing Gas Leaks
- E - Summary of Tasks

- E.1 - Checklist of Daily Tasks
- E.2 - Checklist of Monthly Tasks
- E.3 - Checklist of Annual Tasks
- E.4 - Checklist of Tasks "As Needed"





# Appendix A

## How to Fix Cracks in Dry Wall

### Materials:

- Fiber Tape
- Putty Knife
- Shrink-free spackling paste
- Sanding Sponge
- Tack Cloth
- Paint

Sherwin-Williams. (2014, April 24). How to Fix Cracks in Drywall - Sherwin-Williams [Video file]. Retrieved from: <https://www.youtube.com/watch?v=QEZ0iY8oME4>



1. Stick a fiber tape over the cracked part



2. Using the putty knife, apply the shrink-free spackling paste over the crack.



3. Spread the spackling paste and let it completely dry.



4. Smooth the surface using the sanding sponge.



5. Wipe away dust using a tack cloth, then paint over the dried surface using a similar color.

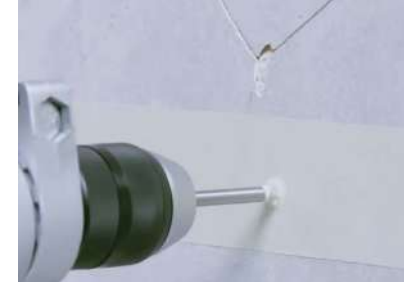
# Appendix B

## How to Remove and Replace Tiles

### Materials:

- Hammer and Chisel/Drill with Ceramic Tile Bit
- Grout Scraper, Spreader and Shaper
- Spare Tile, Tile Adhesive and Grout

Wickes. (2015, November 26) How to Remove and Replace Tiles with Wickes [Video file]. Retrieved from [https://www.youtube.com/watch?v=ae4xdn\\_KqN4](https://www.youtube.com/watch?v=ae4xdn_KqN4)



1. Using a drill with ceramic tile bit, drill a hole into the tile



2. Remove the grout around the tile.



3. Use the hammer and chisel to chip out the damaged tile.



4. Remove the old adhesive using the hammer and chisel and clean the surface.



5. Make sure the surface is clean and smooth.



6. Apply adhesive to the spare tile.



7. Position the replacement onto the wall surface and press firmly, leaving equal spaces around the tile. Let the adhesive dry.



8. Apply the tile grout and let it dry.



9. Clean the surface.

## Appendix C

### How to Unclog a Kitchen Sink Using Baking Soda and Vinegar

#### Materials:

- Baking Soda
- White Vinegar
- Boiling Water

Pan TheOrganizer. (2017, February 10) How to unclog a kitchen sink using baking soda and vinegar !! [Video file]. Retrieved from <https://www.youtube.com/watch?v=4uOsMRKb0NY>



1. Pour boiling water into the drain.



2. Pour one cup of baking soda directly into the drain and let it sit for 5-10 mins.



3. Pour one cup of vinegar directly into the drain as well. Let sit for 5-10 mins.



4. Pour boiling water down the drain again.



4. Run tap water for 5 mins to make sure residue gets flushed away.

## Appendix D

Source: BBQGuys. (2018, February 21) How to Check for Gas Line Leaks on a Gas Grill | The Soap Bubble Test [Video file]. Retrieved from <https://www.youtube.com/watch?v=7UPQhuvdeL8>



### Bubble Test for Gas Leak

1. Make sure to turn on the gas, but do not fire up the burners.
2. Along the length of the gas pipes and the fittings, spray a solution of water with soap, enough to cover all surfaces. This can be done one section at a time.
3. A leak is present on the area where several small bubbles start to appear on top of it.
4. Mark the identified leak.

### Repairing Gas Leaks on Pipes

1. Make sure that there is no gas left in the pipes by closing the gas valves and then firing up the burners. The fire should slowly die out.
2. Weld the metal on top of the previously identified gas leaks from the bubble test.
3. Repeat the bubble test to check if there are leaks that are overlooked and repair them.



# Appendix E.1

## Checklist of Daily Tasks

### BLT MAINTENANCE MANUAL CHECKLIST

Core Group:

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Date:

**Frequency: Daily**

Legend:

**FC** - Feeding Coordinator

**CG** - Core Group

**CGP** - Core Group with Professional

Category	Frame-work	Task	Responsible			Assessment
			FC	CG	CGP	
Architectural	Walls, Floors, Ceilings					
	Sort	Remove any materials posted on the walls that are not a reference to the feeding operations.	X	X		
		Do not vandalize the walls and the floors.	X	X		
		Avoid hanging decorations or mounting heavy items in the ceilings.	X	X		
	Sustain	Do not leave stains on walls and floor for extended periods. Clean them immediately.	X	X		
	Windows and Doors					
	Sort	Avoid hanging decorations or mounting heavy items in the windows and doors.	X	X		
		Do not block the natural light passing through the windows and the screen doors.	X	X		
	Sustain	Clean doors and windows using a soft brush or cloth. As much as possible, keep the parts free from moisture, stains and dust.	X	X		

Category	Frame-work	Task	Responsible			Assessment
			FC	CG	CGP	
Architec-tural	Windows and Doors					
	Sustain	Handle the doors and windows with care. Close and open them gently. Avoid kicking and slamming the doors and provide stoppers if necessary.	X	X		
	Roofing					
	Sort	Ensure there are no heavy items on top of the roofs.	X	X		
		Do not create holes and passageways through the roofing.	X	X		

Category	Frame-work	Task	Responsible			Assessment
			FC	CG	CGP	
Electrical	Sort	Make sure that cables and conduits are firmly attached to walls, and nothing is hanging from them.	X	X		
		Ensure an easy access to the electrical meters and switches. Remove hindrances going to and from the meters and switches.	X	X		
		Avoid using additional extension wires to accommodate more appliances/equipment. This might cause electrical overload.	X	X		
		Turn off the lights after each use and do not turn them on and off in quick succession.	X	X		
	Sustain	Do not leave appliances plugged-in and unattended for long periods of time (except for chillers if in use).	X	X		
		Avoid constantly turning the breaker switches on and off.	X	X		
		Keep the meters clean, visible and well-lit.	X	X		

Category	Frame-work	Task	Responsible			Assessment
			FC	CG	CGP	
Mechanical and Gas Line	Sort	Aside from the cooking timer, avoid sticking and posting anything on the exhaust hood.	X	X		
		Do not put anything on top of the ducting.	X	X		

Category	Frame-work	Task	Responsible			Assessment
			FC	CG	CGP	
Plumbing	Sort	Remove unnecessary clutter on the sink area.	X	X		
		Do not put anything on top of the grease trap that would prevent opening the cover.	X	X		
		Keep the floor drains exposed by not putting anything on top of it.	X	X		
	Sustain	Do not flush solids in the sink and in floor drains to avoid clogging.	X	X		
		Empty and clean the grease trap.	X	X		
		Ensure that faucets are properly turned off after every use.	X	X		

Category	Frame-work	Task	Responsible			Assessment
			FC	CG	CGP	
Equipment	Sort	Avoid putting objects on the equipment that are not part of the kitchen workflow.	X	X		
		Do not write on, scratch, dent and puncture the surfaces of the worktables and shelves.	X	X		
	Sustain	Clean all stainless steel equipment using chlorine solution every day.	X	X		

# Appendix E.2

## Checklist of Daily Tasks

### BLT MAINTENANCE MANUAL CHECKLIST

Core Group:

Date:

Frequency: Weekly

Legend:  
**FC** - Feeding Coordinator  
**CG** - Core Group  
**CGP** - Core Group with Professional

Category	Frame-work	Task	Responsible			Assessment
			FC	CG	CGP	
Architec-tural	Walls, Floors, Ceilings					
	Sustain	Clean walls and ceilings with a soft brush/broom or by wiping with cloth at least once a week.	X	X		
		Keep the floor dry as much as possible. Scrub and disinfect the floor at least once a week using soap and chlorine solution (1 tbsp of chlorine in 1 L of water).	X	X		



# Appendix E.3

## Checklist of Monthly Tasks

### BLT MAINTENANCE MANUAL CHECKLIST

Core Group:

Date:

Frequency: Monthly

Legend:  
**FC** - Feeding Coordinator  
**CG** - Core Group  
**CGP** - Core Group with Professional

Category	Frame-work	Task	Responsible			Assessment
			FC	CG	CGP	
Architec-tural	Walls, Floors, Ceilings					
	Secure	Check the condition of the tile grout and replace if already worn off.			X	
		Check for watermarks and mold growth in the ceilings. Eliminate sources of moisture and prevent mold growth by applying wood preservatives (i.e. Solignum). Immediately replace sagging ceiling panels.			X	
	Windows and Doors					
	Secure	Check the condition of the weather seals around the windows and doors. Repair as needed.			X	

Category	Frame-work	Task	Responsible			Assessment
			FC	CG	CGP	
Mechanical and Gas Line	Secure	Clean the external part of the exhaust hood and the grills under it with chlorine and water. Keep them free from all dust, grease and oil.			X	
	Sustain	Clean the length of the gas line by using a damp cloth.			X	

# Appendix E.4

## Checklist of Annual Tasks

### BLT MAINTENANCE MANUAL CHECKLIST

Core Group:

Date:

Frequency: Annually

Legend:  
**FC** - Feeding Coordinator  
**CG** - Core Group  
**CGP** - Core Group with Professional

Category	Frame-work	Task	Responsible			Assessment
			FC	CG	CGP	
Architec-tural	Walls, Floors, Ceilings					
	Secure	Check the roofing for cracks, blisters and holes at least once a year and repair damages as needed.			X	
		Check the gutters and downspouts at least once a year and repair damages as needed.			X	
	Sustain	Clean the drains at least once a year and keep them clear of leaves and other solids that may clog the pipes.	X	X		

Category	Frame-work	Task	Responsible			Assessment
			FC	CG	CGP	
Electrical	Secure	Inspect wires and conduits at least once a year. Repair damages immediately.			X	

Category	Frame-work	Task	Responsible			Assessment
			FC	CG	CGP	
Mechanical and Gas Line	Secure	Check the exhaust fan motor. Contact JGF if the exhaust fan is not functioning.			X	
		Check the fittings and valves of the gas line. Secure loose pipes and replace damaged fittings immediately.			X	
		Inspect the gas line if there are leaks present using the Bubble Test for Gas Leak. Patch the puncture by welding metal above it (See Appendix D).			X	
		Consult an engineer for repairs and problems regarding the exhaust system and gas line.			X	
	Sustain	Check the inside of the ducting through the covered opening provided for severe grease accumulation. For severe grease build up only: use chemical degreasers to clean the interior of the ducting. Use a small mop and spray for hard to reach areas.			X	

Category	Frame-work	Task	Responsible			Assessment
			FC	CG	CGP	
Plumbing	Secure	Check the length of the pipes under the sink for leaks and holes. Repair all reported leaks immediately.			X	

# Appendix E.5

## Checklist of Tasks "As Needed"

### BLT MAINTENANCE MANUAL CHECKLIST

Core Group:

Date:

**Frequency: As Needed**

Legend:  
**FC** - Feeding Coordinator  
**CG** - Core Group  
**CGP** - Core Group with Professional

Category	Frame-work	Task	Responsible			Assessment
			FC	CG	CGP	
Architectural	Walls, Floors, Ceilings					
	Secure	If wall cracks are already visible, patch them immediately. (See Appendix A)			X	
		Replace loose and damaged tiles immediately (See Appendix B). Look for a similar tile replacement to the ones currently installed.			X	
	Sustain	Repaint the walls every four to five years or as necessary. If possible, avoid patch up paint works.	X	X		
	Windows and Doors					
	Secure	Replace destroyed door and window hardware immediately - this includes the following but not limited to: doorknobs and locks, hinges, window panels, open and close mechanisms.			X	
		Repair or replace damaged window and door screens.			X	



Category	Frame-work	Task	Responsible			Assessment
			FC	CG	CGP	
Architec-tural	Roofing					
	Secure	Replace missing roof sheets and secure loose ones immediately.			X	
	Sustain	Sweep off any standing wa-ter in the gutters and down-spouts after rains.	X	X		

Category	Frame-work	Task	Responsible			Assessment
			FC	CG	CGP	
Electrical	Secure	Replace busted lights as needed.			X	
		Repair damaged switches and outlets immediately.			X	
		In case a breaker switch trips, check all outlets and remove all possible sources of overloading before turning it on again. Consult an electrician for damages.			X	

Category	Frame-work	Task	Responsible			Assessment
			FC	CG	CGP	
Mechanical and Gas Line	Secure	Inspect the exhaust ducting for splinters and holes. Turn off the exhaust hood then patch the holes by welding a piece of steel sheet over the damaged area.			X	

Category	Frame-work	Task	Responsible			Assessment
			FC	CG	CGP	
Plumbing	Secure	For minimal clogging, pour equal parts of baking soda and vinegar solution down the drain (See Appendix C). Use chemical decloggers only for severe clogging.			X	
		Replace damaged faucets.			X	

Category	Frame-work	Task	Responsible			Assessment
			FC	CG	CGP	
Equipment	Secure	Do not use damaged work tables and shelves (i.e. with missing leg, severely dented surface, with large puncture, etc.)			X	
		If there is a corrosion on the surface of a table or shelf, remove it by scrubbing with soap and water.			X	
		Consult an electrician for any repairs in the chest freezer.			X	
	Sustain	Immediately defrost the chest freezer if there is a severe ice build-up on the walls.	X	X		

# Jollibee Foods CORPORATION



Jollibee Group Foundation (JGF) is the social development arm of Jollibee Foods Corporation (JFC), one of the largest and fastest growing Asian restaurant companies in the world. JGF implements programs on agriculture, education, and disaster response with partner communities nationwide.

JFC has nine wholly-owned brands (Jollibee, Greenwich, Chowking, Red Ribbon, Mang Inasal, Yonghe King, Hong Zhuang Yuan, Smashburger, and Coffee Bean and Tea Leaf), three franchised brands (Burger King & Panda Express in the Philippines, and Dunkin' Donuts in certain territories in China), and a 60% ownership in the SuperFoods Group that owns Highlands Coffee and PHO24 brands.

It also has investments in Titan Dining LP, the ultimate holding entity of Tim Ho Wan Pte. Ltd. (the Master Franchisee of Tim Ho Wan in the Asia Pacific region excluding Hong Kong); and a business venture with award-winning Chef Rick Bayless to build a Mexican fast-casual restaurant business in the United States.

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