

Module A: Kitchen Monitoring

| School Profile | | | |
|------------------------|--|-------------------|--|
| School Name | | | |
| Barang6ay | | | |
| Monitoring Date | | Start Time | |

| Volunteer Profile | |
|-----------------------|--|
| Monitor Name | |
| Contact Number | |
| Gender | |
| Age | |

| A. Kitchen Uniform | | | Score |
|--|--------------------------|-------|-------|
| Basic Monitoring Points (1 point each) | Checkbox | Notes | |
| 1. ALL kitchen volunteers wear sleeved shirts | <input type="checkbox"/> | | |
| 2. ALL kitchen volunteers wear Hairnets | <input type="checkbox"/> | | |
| 3. ALL kitchen volunteers wear aprons | <input type="checkbox"/> | | |
| 4. Kitchen volunteers are not wearing any trinkets or jewelry | <input type="checkbox"/> | | |
| Enhanced Monitoring Points (1 point each) | | | |
| 5. ALL kitchen volunteers wear spit guard or face mask | <input type="checkbox"/> | | |
| 6. ALL kitchen volunteers wear plastic gloves | <input type="checkbox"/> | | |
| 7. ALL kitchen volunteers wear closed footwear or rubber boots | <input type="checkbox"/> | | |
| Total Score | | | |
| Remarks: | | | |

| B. Kitchen Tools | | | Score |
|---|--------------------------|-------|-------|
| Basic Monitoring Points (1 point each) | Checkbox | Notes | |
| 8. Basic cooking stove (LPG, Electric, or Firewood) | <input type="checkbox"/> | | |
| 9. Ladles (min. 2pcs) | <input type="checkbox"/> | | |

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| 10. Pot or wok for viands (min. 1pc) | <input type="checkbox"/> | | |
| 11. Pot for rice (min. 1pc) | <input type="checkbox"/> | | |
| 12. Cooking knife (min. 1pc) | <input type="checkbox"/> | | |
| 13. Chopping board (min. 1pc) | <input type="checkbox"/> | | |
| 14. Kettle/water heater | <input type="checkbox"/> | | |
| Enhanced Monitoring Points (1 point each) | | | |
| 15. Ingredient bowls, basins, and trays (min. 3pcs) | <input type="checkbox"/> | | |
| 16. Measuring cups | <input type="checkbox"/> | | |
| 17. Ingredient specific knives | <input type="checkbox"/> | | |
| 18. Ingredient specific chopping boards | <input type="checkbox"/> | | |
| 19. Water dispenser | <input type="checkbox"/> | | |
| Advanced Monitoring Points (2 points each) | | | |
| 20. Kitchen timer | <input type="checkbox"/> | | |
| 21. Weighing scale/kitchen scale | <input type="checkbox"/> | | |
| 22. Industrial kitchen stove | <input type="checkbox"/> | | |
| 23. Food Thermometer | <input type="checkbox"/> | | |
| 24. Sterilizers, autoclaves, or specialized equipment for cleaning utensils | <input type="checkbox"/> | | |
| Total Score | | | |
| Remarks: | | | |

| C. Kitchen Facilities | | | Score |
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| Facility Style | | | |
| <input type="checkbox"/> Kitchen detach | <input type="checkbox"/> Dedicated feeding room | <input type="checkbox"/> Repurposed classroom | |
| <input type="checkbox"/> Canteen/H.E. Room | <input type="checkbox"/> Others | | |
| Basic Monitoring Points (1 point) | | Checkbox | Notes |
| 25. Water access for utility (non-cooking use) | | | |
| a. Water line | | <input type="checkbox"/> | |
| b. Water pumps/deep wells | | <input type="checkbox"/> | |
| c. Others | | <input type="checkbox"/> | |
| 26. Sinks and wash stations | | | |
| a. Wash basins or improvised wash stations | | <input type="checkbox"/> | |
| b. Tiled concrete sink | | <input type="checkbox"/> | |
| c. Aluminum sink (2 points) | | <input type="checkbox"/> | |
| 27. Wastewater drainage | | | |
| a. Drains to open pit | | <input type="checkbox"/> | |

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| b. Drains to sewer system | <input type="checkbox"/> | | |
| c. Drains w/ oil traps and connects to sewerage (2 points) | <input type="checkbox"/> | | |
| 28. Storage for dry ingredients and condiments | | | |
| a. Baskets or plastic/aluminum trays | <input type="checkbox"/> | | |
| b. Storage drawers or cabinets | <input type="checkbox"/> | | |
| c. Storage racks (2 points) | <input type="checkbox"/> | | |
| 29. Storage for utensils and equipment | | | |
| a. Wall hooks and posts | <input type="checkbox"/> | | |
| b. Storage cabinets/drawers | <input type="checkbox"/> | | |
| c. Storage racks (2 points) | <input type="checkbox"/> | | |
| 30. Preparation tables and surfaces | | | |
| a. Bare wood or plastic tables | <input type="checkbox"/> | | |
| b. Plastic covered tables and counters | <input type="checkbox"/> | | |
| c. Aluminum tables and countertops (2 points) | <input type="checkbox"/> | | |
| d. Tiled countertops (2 points) | <input type="checkbox"/> | | |
| 31. Lighting | | | |
| a. Electric lighting | <input type="checkbox"/> | | |
| 32. Kitchen flooring | | | |
| a. Bare concrete floors | <input type="checkbox"/> | | |
| b. Linoleum covered floors or similar covering | <input type="checkbox"/> | | |
| c. Tiled floors (2 points) | <input type="checkbox"/> | | |
| 33. Refrigeration unit | | | |
| a. Standing cooler (no freezer) | <input type="checkbox"/> | | |
| b. Standing refrigerator (with freezer) | <input type="checkbox"/> | | |
| c. Chest freezer | <input type="checkbox"/> | | |
| 34. Waste disposal with proper segregation | | | |
| a. Plastic bags/trash bags | <input type="checkbox"/> | | |
| b. Covered trash bins | <input type="checkbox"/> | | |
| c. Covered trash bins with trash bags (2 points) | <input type="checkbox"/> | | |
| 35. Rugs/door mats placed on entrances and exits | <input type="checkbox"/> | | |
| Enhanced Monitoring Points (1 point each) | | | |
| 36. Screened windows | <input type="checkbox"/> | | |
| 37. Screened doors | <input type="checkbox"/> | | |
| 38. Kitchen ventilation | | | |

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| a. Stand fans or ceiling fans in kitchen | <input type="checkbox"/> | | |
| b. Ceiling exhausts or ventilation system | <input type="checkbox"/> | | |
| 39. Supplies storage or storage rooms | <input type="checkbox"/> | | |
| 40. Visible kitchen bulletin and itinerary (including menus, recipes, and tasks) | <input type="checkbox"/> | | |
| Advanced Monitoring Points (2 points each) | <input type="checkbox"/> | | |
| 41. Organized and designated kitchen stations | <input type="checkbox"/> | | |
| 42. Hand sanitizers in entrances and exits | <input type="checkbox"/> | | |
| 43. Foot baths in entrances and exits | <input type="checkbox"/> | | |
| 44. Designated drop-off and receiving zone for kitchen transactions | <input type="checkbox"/> | | |
| 45. Dedicated hand-washing area | <input type="checkbox"/> | | |
| 46. Fire extinguishers | <input type="checkbox"/> | | |
| 47. Fire alarms | <input type="checkbox"/> | | |
| 48. Smoke detectors | <input type="checkbox"/> | | |
| Total Score | | | |
| Remarks: | | | |

| D. Procurement and storage of ingredients | | | Score |
|---|--|---|--------------|
| Kitchen procurement method | | | |
| <input type="checkbox"/> Day to day procurement | <input type="checkbox"/> Scheduled or weekly | <input type="checkbox"/> Direct to kitchen supplier | |
| <input type="checkbox"/> Division or LGU procured | <input type="checkbox"/> Others | <input type="checkbox"/> N/A | |
| Basic Monitoring Points (1 point each) | | Checkbox | Notes |
| 49. Storage area is dry | | <input type="checkbox"/> | |
| 50. Storage area is free of dust and grime | | <input type="checkbox"/> | |
| 51. Vegetable storage | | | |
| a. Kept in baskets or trays | | <input type="checkbox"/> | |
| b. Kept in vegetable rack/ingredient rack | | <input type="checkbox"/> | |
| c. Kept in refrigerator (2 points) | | <input type="checkbox"/> | |
| 52. Stored vegetables are free of dust and grime | | <input type="checkbox"/> | |

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| 53. Condiments, sauces, and liquid seasonings kept in sealed containers | <input type="checkbox"/> | | |
| 54. Containers for condiments and sauces are free of dust, spills, and grime | <input type="checkbox"/> | | |
| 55. Raw ingredients (vegetables, meats, and poultry) are washed before being stored | <input type="checkbox"/> | | |
| 56. Potable water (purified or sterilized) is kept in sealed containers or in water dispenser | <input type="checkbox"/> | | |
| Enhanced Monitoring Points (1 point each) | <input type="checkbox"/> | | |
| 57. Raw ingredients (meats, fish, and poultry) are stored in separate containers/plastic bags when refrigerated | <input type="checkbox"/> | | |
| 58. Dry ingredients are free of dust and grime | <input type="checkbox"/> | | |
| 59. Containers for ingredients and condiments are properly labelled | <input type="checkbox"/> | | |
| Advanced Monitoring Points (2 points each) | <input type="checkbox"/> | | |
| 60. Stored raw or perishable ingredients are labeled with dates | <input type="checkbox"/> | | |
| 61. Water containers are labelled with dates when stored. | <input type="checkbox"/> | | |
| 62. Storage trays and racks have dust covers | <input type="checkbox"/> | | |
| Total Score | | | |
| Remarks: | | | |

| E. Food handling, preparation, and cooking | | | Score |
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| Basic Monitoring Points (1 point each) | Checkbox | Notes | |
| 63. Dishes and utensils are washed before being used | <input type="checkbox"/> | | |
| 64. Cookware are washed before being used | <input type="checkbox"/> | | |
| 65. Preparation tables and countertops are cleaned before use | | | |
| a. Dry-wiped | <input type="checkbox"/> | | |

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| b. Wiped with wet cloth and then dried | <input type="checkbox"/> | | |
| c. Cleaned with soap and water, then dried (2points) | <input type="checkbox"/> | | |
| 66. There is a kitchen guide for preparing and handling ingredients. | <input type="checkbox"/> | | |
| 67. Fish, meats, and poultry are prepared separate from other ingredients | <input type="checkbox"/> | | |
| 68. Ingredients are placed on clean dishes or trays during preparation | <input type="checkbox"/> | | |
| 69. Potable water is used for cooking | <input type="checkbox"/> | | |
| 70. Only fresh and unused cooking oil is used | <input type="checkbox"/> | | |
| 71. No direct hand or mouth contact with the food while being cooked. | <input type="checkbox"/> | | |
| 72. Ladles and other kitchen utensils are placed on clean holders, plates, or trays when not in use | | | |
| 73. Food is kept covered after cooking | <input type="checkbox"/> | | |
| Enhanced Monitoring Points (1 point each) | | | |
| 74. Biodegradable and non-biodegradable wastes are immediately segregated from each other | <input type="checkbox"/> | | |
| 75. Floors are dirt and waste free during preparation period | <input type="checkbox"/> | | |
| 76. Ingredients are weighed or measured during preparation | <input type="checkbox"/> | | |
| 77. Ingredients are always kept covered while not being used | <input type="checkbox"/> | | |
| 78. Separate chopping boards are used for meats and other ingredients | <input type="checkbox"/> | | |
| 79. Timers are used to monitor cooking length | <input type="checkbox"/> | | |
| 80. Separate spoons or saucers are used to sample the food | <input type="checkbox"/> | | |
| 81. Kitchen volunteer note or record what time food is finished cooking | <input type="checkbox"/> | | |
| Advanced Monitoring Points (2 points each) | | | |
| 82. Ingredient standing times are tracked | <input type="checkbox"/> | | |
| 83. Cooking temperatures are monitored with food thermometer | <input type="checkbox"/> | | |

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| 84. Kitchen environment temperatures are tracked | <input type="checkbox"/> | | |
| 85. Kitchen does not use artificial glutamates and flavor enhancers | <input type="checkbox"/> | | |
| 86. Kitchen access is restricted to volunteer and authorized personnel only during cooking | <input type="checkbox"/> | | |
| Total Score | | | |
| Remarks: | | | |

| F. Packaging and transfer | | | Score |
|---|--------------------------|-------|--------------|
| Basic Monitoring Points (1 point Each) | Checkbox | Notes | |
| 87. Food has been allowed to cool down for at least 5 minutes. | <input type="checkbox"/> | | |
| 88. Food is covered during transfer to the feeding area | <input type="checkbox"/> | | |
| 89. Containers are only opened at the feeding station. | <input type="checkbox"/> | | |
| Additional Monitoring points for off-site feeding stations (no points) | | | |
| 90. Containers are washed and dried before transferring food in them | <input type="checkbox"/> | | |
| 91. Containers are covered for transfer | | | |
| a. Containers are covered with improvised or matching lids | <input type="checkbox"/> | | |
| b. Lid sealed with plastic wrap (+1 point) | <input type="checkbox"/> | | |
| 92. Food is delivered within 2 hours of cooking | <input type="checkbox"/> | | |
| 93. No visible spills from transport | <input type="checkbox"/> | | |
| Total Score | | | |
| Remarks: | | | |

| G. Clean-up and Sanitation (Kitchen Side) | | | Score |
|--|--------------------------|-------|--------------|
| Basic Monitoring Points (1 point each) | Checkbox | Notes | |
| 94. Cookware and utensils are washed within 15 minutes after serving is finished | <input type="checkbox"/> | | |

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| 95. Food wastes and biodegradable litter are segregated for disposal | <input type="checkbox"/> | | |
| 96. Tables and preparation surfaces are cleaned within 15 minutes after cooking/feeding | <input type="checkbox"/> | | |
| 97. Kitchen floors are swept after cooking/feeding | <input type="checkbox"/> | | |
| 98. Kitchen floors are mopped after cooking/feeding | <input type="checkbox"/> | | |
| 99. Utensils and cookware are dried before being stored. | | | |
| a. Utensils are air-dried before storage | <input type="checkbox"/> | | |
| b. Utensils are wiped dry before storage | <input type="checkbox"/> | | |
| Enhanced Monitoring Points (1 point each) | | | |
| 100. Kitchen has visible cleaning guide/protocol | <input type="checkbox"/> | | |
| 101. The kitchen uses chemical disinfectants for cleaning kitchen floors and surfaces. | <input type="checkbox"/> | | |
| 102. Kitchen has a pest-control plan | <input type="checkbox"/> | | |
| 103. Kitchen utensils are sterilized after washing | | | |
| a. Sterilized with hot water | <input type="checkbox"/> | | |
| b. Sterilized using autoclaves or with other cleaning equipment (2 points) | <input type="checkbox"/> | | |
| Total Score | | | |
| Remarks: | | | |

| H. Kitchen Management | | | |
|--|--------------------------|-------|--|
| Basic Monitoring Points (1 point each) | Checkbox | Notes | |
| 104. List of kitchen volunteers | <input type="checkbox"/> | | |
| 105. Shift schedule | <input type="checkbox"/> | | |
| 106. Volunteer attendance/logbook | <input type="checkbox"/> | | |
| 107. Collection of recipes | <input type="checkbox"/> | | |
| Enhanced Monitoring Points (1 point each) | | | |

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| 108. | DepEd Food Safety Manual or BLT FAC Standards | <input type="checkbox"/> | | |
| 109. | Meal/Recipe schedule | <input type="checkbox"/> | | |
| 110. | Visitor logbook/attendance | <input type="checkbox"/> | | |
| 111. | Supplies record/list | <input type="checkbox"/> | | |
| 112. | Shopping list or delivery list | <input type="checkbox"/> | | |
| Advanced Monitoring Points (2 points each) | | <input type="checkbox"/> | | |
| 113. | Feeding list | <input type="checkbox"/> | | |
| 114. | Food production record | <input type="checkbox"/> | | |
| 115. | Health guidelines for volunteers | <input type="checkbox"/> | | |
| 116. | Collected kitchen procedures and guidelines (or kitchen manual). | <input type="checkbox"/> | | |
| 117. | Kitchen bulletin/corner | <input type="checkbox"/> | | |
| | | | Total Score | |
| Remarks: | | | | |