



Food Service Manual

Effective Date July 1, 2017	Chapter 12
Amended 7/1/18	Operating Level Food Service Department
Supersedes FSM Chapter 12 (8/1/14)	
ACA Standards None	
Office of Primary Responsibility Director of Food Services	

Subject EQUIPMENT MAINTENANCE			
Incarcerated Offender Access Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Public Access Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Attachments Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

I. PURPOSE

This chapter of the Food Service Manual provides guidelines to assure the proper care, operation, and maintenance of all Department of Corrections Food Service equipment.

II. COMPLIANCE

The Food Service Manual is issued with the intent to pull together information from a variety of sources such as directives, operating procedures, regulations, and other mandatory requirements and applies to all Food Service activities in facilities operated by the Department of Corrections (DOC). Contract Food Service vendors shall follow all provisions of the Food Service Manual within the specifications of their contract. This manual shall not change requirements contained in any approved directive or operating procedure, but does contain specific operational details not included in other documents. Practices and procedures shall comply with applicable State and Federal laws and regulations, ACA standards, Board of Corrections policies, and DOC directives and operating procedures.

III. DEFINITIONS

Preventive Maintenance - A series of periodic scheduled inspections, adjustments, cleaning, lubrication, testing, and minor repairs of an asset designed to ensure efficiency, minimize deterioration, and prevent major breakdowns

TMS (Total Maintenance System) - A web-based software system that provides a computerized system for managing materials and supplies inventories and a maintenance management system to schedule, track, and report maintenance work performed on DOC owned facilities, equipment, and vehicles

IV. PROCEDURE

A. Maintenance Procedures

1. Each Food Service operation shall have a preventive maintenance plan that should designate responsibilities and periods for the performance of regular maintenance tasks.
2. Applicable equipment should be maintained and tracked in accordance with the TMS system (see Operating Procedure 301.3, *Preventative and Corrective Maintenance*).
3. The Food Operations Director/ Manager shall ensure that each item of equipment is entered in TMS to record all repairs and maintenance.
4. The Food Operations Director/Manager should become familiar with the manufacturer's maintenance book and with performing minor maintenance tasks as recommended. Such tasks need not be recorded on the *Equipment Record*.
5. The Food Operations Director/Manager will notify the offender maintenance worker when repairs are needed.
 - a. If the repair exceeds the resources of the offender maintenance worker, the Food Operations Director/Manager shall notify appropriate Buildings and Grounds personnel.
 - b. Written requests should document a need for Level 2 Priority (see Operating Procedure 301.3, *Preventive and Corrective Maintenance*).

6. The Regional Food Service Field Director should inspect food service equipment during their routine visits to the facilities. Documentation of such inspections and any resulting findings is to be maintained by the Director of Food Services.

B. Offender Maintenance Worker

1. Each Food Service department in a major institution may utilize an offender maintenance worker to perform general maintenance repairs and preventative maintenance to food service equipment and food storage, preparation, and serving areas.
2. The offender maintenance worker shall not be allowed unsupervised access to secure areas such as utensil storage or storage for primary ingredients for intoxicants.
3. The offender maintenance worker should be interviewed and hired by the Buildings and Grounds staff in consultation with the Food Operations Director/Manager.
 - a. The offender maintenance worker can be placed on a 55-hour work week and is susceptible to call back to the Food Service area for repairs after scheduled work hours.
 - b. The Food Operations Director/Manager will be responsible for the offender's work schedule and any timekeeping/reporting requirements.
4. The Buildings and Grounds staff shall train the offender maintenance worker to perform general repairs and preventative maintenance in the Food Service Department.
 - a. Documentation shall show that the offender maintenance worker has been trained to perform their duties.
 - b. Documentation of this training shall be kept by the Buildings and Grounds Department with copies provided to the Food Operations Director/Manager.
5. Tools to perform general repairs and preventative maintenance will be provided by the facility Central Tool Room and must be approved by the Buildings and Grounds Superintendent and Food Operations Director/Manager.
 - a. Only Class B tools can be issued to the offender maintenance worker.
 - b. Tools need to be readily available to the offender maintenance worker whenever they are on duty.
 - c. The offender maintenance worker tools should be stored in the same secure area as culinary equipment.
 - i. The tools must be stored so that they do not contaminate culinary equipment.
 - ii. The tools must be stored, inventoried, and accounted for in accordance with Operating Procedure 430.2, *Tool, Culinary, and Medical Equipment Control*.
 - iii. A chit system, or a tool issuance log such as [*Tool/Kitchen Utensil Daily Report*](#) 430_F1, is required for all tool issuance.
 - iv. A tool box or belt must be available for the offender maintenance worker to carry tools between the storage area and work site.
 - d. All tools must be accounted for when the offender maintenance worker goes off duty and as required for kitchen utensils. (see Food Service Manual Chapter 9, *Control of Food Service Utensils, Equipment, Supplies, and Food*)
6. Documentation of repairs and preventative maintenance must be provided to the Food Operations Director/Manager and reported to the Buildings and Grounds Department so that this work can be tracked in TMS.
7. The offender maintenance worker must observe and practice all relevant safety rules while performing their duties.
 - a. The offender maintenance worker shall not be allowed to Lock Out/Tag Out any equipment for repairs or general maintenance.
 - b. The Lock Out/Tag Out process must be done by a member of the Buildings and Grounds staff.

- C. The following tasks should be included in the preventive maintenance plan. Some tasks may need to be

performed by Buildings and Grounds staff instead of the offender maintenance worker.

1. Weekly

- a. Check all steam components for proper operation, leakage, loose fits, etc.
- b. Check all water faucets and sink drains
- c. Oil oven doors and bearings
- d. Check all floor drains weekly for secured covers and assist food operations personnel in re-securing after cleaning
- e. Check can openers for blade wear and replace as necessary
- f. Check dishwasher pumps, conveyers, reduction gear and all switch linkages

2. Monthly

- a. Check thermostats, gauges, controls, etc. for correct operation. Adjust or calibrate as needed.
- b. Check for bearing wear, including end play, overheating, or lack of lubrication on all pumps, motors, and moving parts. Lubricate as needed. **DO NOT OVER-LUBRICATE.**
- c. Check heating elements for damage, broken or loose wires, and connections, or burned out units. Tighten or repair connections; replace element if needed.
- d. Inspect belts for misalignment, slippage, or frayed condition. Tighten loose belts or replace multiple belts in sets when one is worn.
- e. Check electrical switches, and controls for loose connections, broken wires, or improper operation. Tighten loose connections and calibrate controls as needed.
- f. Inspect fans for vibration, bent blades, end play, and excessive accumulation of grease or dust.
- g. Inspect vents, hoods, and ducts for excessive accumulation of grease or dust.
- h. Inspect all hand or automatic dampers or duct controls for proper operation and lubrication.
- i. Check operation of controls through refrigeration cycle and ability to maintain desired temperature.
- j. Check all window closures to see that they are working and properly lubricated.
- k. Lubricate all casters on racks and carts.
- l. Check, as specified by manufacturer, meat saws, grinders, and food slicers.
- m. Lubricate mixer bowl lift, or if manual, lubricate crankshaft. Follow manufacturer's instructions regarding motor.
- n. Check exhaust fans for belt tightness, wear, accumulation of dust and grease.

3. Quarterly - Lubricate exhaust fans

4. Semiannually

- a. Inspect doors and latches.
- b. Check condensers and evaporators for dust accumulation. Clean as required.

5. Make certain all safety guards and shields are in place at all times.

D. Food Service Equipment

1. Organizational units in possession of excess food service equipment must notify the DOC Director of Food Service and the Food Service Equipment Repair Manager.
2. All excess food service equipment must be transferred to the Food Service Refurbished Warehouse to be maintained for future redistribution to other DOC facilities as needed or requested.
3. When transferring excess food service equipment to the Food Service Refurbished Warehouse, the organizational unit shall contact the designated Surplus Property Coordinator (SPC) and FAACS Coordinator at their facility to have them complete the [State Surplus Property Transfer Document 260_F8](#), obtain a print screen shot copy of the FAACS equipment, obtain a completed [Food Service](#)

[Warehouse Equipment Repair Request](#) FSM_F28 as needed for equipment requiring repairs, and contact the Food Service Equipment Repair Manager to schedule an appointment to deliver the equipment to the Food Service Refurbished Warehouse.

4. The Food Service Refurbished Warehouse must notify their FAACS Coordinator to enter the item in FAACS.
5. The *State Surplus Property Transfer Document* must be used when transferring equipment whether to the Food Service Refurbished Warehouse or other DOC facilities.
6. The DOC Director of Food Service and/or the Food Service Equipment Repair Manager will determine the time equipment will be held at the Food Service Refurbished Warehouse prior to declaring it surplus.
7. Once equipment is declared surplus, the designated SPC must complete a [Surplus Property Manifest](#) 260_F7, contact DGS Surplus Warehouse/Distribution Center, make an appointment to deliver the equipment and shall request a copy of the signed *Surplus Property Manifest* to be retained for audit purposes.

V. REFERENCES

Food Service Manual Chapter 9, *Control of Food Service Utensils, Equipment, Supplies, and Food*
Operating Procedure 301.3, *Preventative and Corrective Maintenance*
Operating Procedure 430.2, *Tool, Culinary, and Medical Equipment Control*

VI. FORM CITATIONS

[Surplus Property Manifest](#) 260_F7

[State Surplus Property Transfer Document](#) 260_F8

[Tool/Kitchen Utensil Daily Report](#) 430_F1

[Food Service Warehouse Equipment Repair Request](#) FSM_F28

VII. REVIEW DATE

The Director of Food Services shall ensure that each Chapter of the Food Service Manual is reviewed annually and revised as necessary.

Signature Copy on File

5/11/17

Mark E. Engelke, Director of Food Services

Date