



Virginia Department of Corrections

Facility Services and Work

Food Service Manual Chapter 12

Equipment Maintenance

Authority:

Directive 501, *Food Services*

Effective Date: August 1, 2020

Amended:**Supersedes:**

Food Service Manual Chapter 12, July 1, 2017

Access: Public Restricted

Incarcerated Offender

ACA/PREA Standards: None

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Signature Copy on File

7/8/20

Signature

Date

REVIEW

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

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 must follow all provisions of the Food Service Manual within the specifications of their contract. This manual will 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 must comply with applicable State and Federal laws and regulations, ACA standards, and DOC directives and operating procedures.

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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

Total Maintenance System (TMS) - 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

PURPOSE

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

PROCEDURE

- I. Maintenance Procedures
 - A. Each food service department will have a preventive maintenance plan that designates staff responsibilities and the performance period for scheduled, routine maintenance tasks.
 - B. The Food Operations Director/Manager will ensure that each item of food service equipment is entered into TMS and that a current listing of all food service equipment for the unit is in the system.
 - C. Facility staff will track and maintain a record of all repairs and maintenance to food service equipment, as applicable, in TMS; see Operating Procedure 301.3, *Preventative and Corrective Maintenance*.
 - D. 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* in TMS.
 - E. The Regional Food Service Field Director should inspect food service equipment during their routine visits to facilities. Documentation of such inspections and any resulting findings is to be maintained by the Director of Food Services.
- II. Offender Maintenance Worker
 - A. Each food service department at all facilities may utilize an offender maintenance worker to perform preventative maintenance and general repairs to food service equipment and food storage, preparation, and serving areas.
 1. Food service staff will notify the offender maintenance worker when general repairs are needed.
 2. Preventative maintenance and repairs must be documented with documentation of the maintenance and repairs provided to the Food Operations Director/Manager and reported to the buildings and grounds department so that this work can be tracked in TMS.
 3. If the repair exceeds the resources of the offender maintenance worker, the Food Operations Director/Manager will notify appropriate buildings and grounds staff.
 4. Written requests in TMS should document a need for Level 2 Priority; see Operating Procedure 301.3, *Preventative and Corrective Maintenance*.
 - B. The offender maintenance worker must not be allowed unsupervised access to secure areas such as utensil storage or storage for primary ingredients for intoxicants.
 - C. Buildings and grounds staff in consultation with the Food Operations Director/Manager should interview and hire the offender maintenance worker.
 1. The Food Operations Director/Manager will be responsible for the offender's work schedule and any timekeeping and reporting requirements.
 2. The offender maintenance worker can be placed on a 55-hour work week and may be required to report to the food service department for repairs after scheduled work hours.
 - D. Buildings and grounds staff will train the offender maintenance worker to perform general repairs and preventative maintenance in the food service department.
 1. Buildings and grounds staff must maintain documentation of this training with copies provided to the Food Operations Director/Manager.
 2. Training documentation must indicate that the offender maintenance worker was trained to perform

their assigned duties.

- E. With approval of the Buildings and Grounds Superintendent and Food Operations Director/Manager, tools to perform general repairs and preventative maintenance will be provided by the facility central tool room.
 - 1. Only Class B tools can be issued to the offender maintenance worker.
 - 2. All tools issued for use by the offender maintenance worker should be stored in the same secure area as culinary equipment to ensure the tools are readily available to the offender maintenance worker while on duty.
 - a. The tools must be stored so that they do not contaminate culinary equipment.
 - b. The tools must be stored, inventoried, and accounted for in accordance with Operating Procedure 430.2, *Tool, Culinary, and Medical Equipment Control*.
 - c. A chit system, or a tool issuance log such as [Tool/Kitchen Utensil Daily Report](#) 430_F1, is required for all tool issuance.
 - d. A tool box or belt must be available for the offender maintenance worker to carry tools between the secured storage area and the work site.
 - 3. 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*.
- F. The offender maintenance worker must observe and practice all relevant safety rules while performing their duties.
 - 1. The offender maintenance worker will not be allowed to lock out/tag out any equipment for repairs or general maintenance.
 - 2. The lock out/tag out process must be done by a member of the buildings and grounds staff.

III. Preventive Maintenance Plan Tasks

- A. Buildings and grounds staff instead of the offender maintenance worker may need to perform some of the preventative maintenance tasks.
- B. Weekly
 - 1. Check all steam components for proper operation, leakage, loose fits, etc.
 - 2. Check all water faucets and sink drains
 - 3. Oil oven doors and bearings
 - 4. Check all floor drains weekly for secured covers and assist food operations staff in re-securing after cleaning
 - 5. Check can openers for blade wear and replace as necessary
 - 6. Check dishwasher pumps, conveyers, reduction gear, and all switch linkages
- C. Monthly
 - 1. Check thermostats, gauges, controls, etc. for correct operation, adjust or calibrate as needed
 - 2. 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.
 - 3. Check heating elements for damage, broken or loose wires, and connections, or burned out units, tighten or repair connections; replace element if needed
 - 4. Inspect belts for misalignment, slippage, or frayed condition, tighten loose belts or replace multiple belts in sets when one is worn
 - 5. Check electrical switches, and controls for loose connections, broken wires, or improper operation, tighten loose connections and calibrate controls as needed

6. Inspect fans for vibration, bent blades, end play, and excessive accumulation of grease or dust
7. Inspect vents, hoods, and ducts for excessive accumulation of grease or dust
8. Inspect all hand or automatic dampers or duct controls for proper operation and lubrication
9. Check operation of controls through refrigeration cycle and ability to maintain desired temperature
10. Check all window closures to see that they are working and properly lubricated
11. Lubricate all casters on racks and carts
12. Check, as specified by manufacturer, meat saws, grinders, and food slicers
13. Lubricate mixer bowl lift, or if manual, lubricate crankshaft, follow manufacturer's instructions regarding motor
14. Check exhaust fans for belt tightness, wear, accumulation of dust and grease

D. Quarterly - Lubricate exhaust fans

E. Semiannually

1. Inspect doors and latches
2. Check condensers and evaporators for dust accumulation, clean as required

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

IV. Food Service Equipment

A. Organizational units in possession of excess food service equipment must notify the Director of Food Service and the Food Service Equipment Repair Manager.

B. All excess food service equipment must be transferred to the Food Service Refurbished Warehouse to be maintained for future redistribution to other DOC units as needed or requested.

1. When transferring excess food service equipment, organizational unit staff will contact the designated Surplus Property Coordinator (SPC) and Fixed Asset Accounting and Control System (FAACS) Coordinator at the unit.
2. The SPC and FAACS coordinator, as appropriate, will complete the [State Surplus Property Transfer Document](#) 260_F8, obtain a print screen shot copy of the FAACS equipment, and obtain a completed [Food Service Warehouse Equipment Repair Request](#) FSM_F28, as needed for equipment requiring repairs.
3. Organizational unit staff will contact the Food Service Equipment Repair Manager to schedule an appointment to deliver the excess equipment to the warehouse.

C. The Food Service Equipment Repair Manager or designee must notify the FAACS Coordinator for the warehouse to enter the item in FAACS.

D. The *State Surplus Property Transfer Document* must be used when transferring equipment whether to the Food Service Refurbished Warehouse or other DOC facilities.

E. The Director of Food Service and/or the Food Service Equipment Repair Manager will determine the amount of time, equipment is held at the Food Service Refurbished Warehouse, prior to declaring it surplus.

F. Once equipment is declared surplus, the designated SPC must complete a [Surplus Property Manifest](#) 260_F7, contact Department of General Services Surplus Warehouse/Distribution Center, make an appointment to deliver the equipment, and will request a copy of the signed *Surplus Property Manifest* to be retained for audit purposes.

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*

ATTACHMENTS

None

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