

**Georgia Department of Corrections
 Food Services
 Equipment Assessment Form**

Facility: _____

Date: _____

Date of last visit by Food Service Maintenance Advisor: _____

Date of last Food Service Maintenance Assessment Report: _____

SECTION I - REFRIGERATION EQUIPMENT

PROCEDURE		C	N/C	COMMENTS
1.	Preventive maintenance was conducted on _____ (date) in accordance with policy IVL018 and engineering tagging policy.			
2.	Are all cooler and freezer temperatures checked three times daily and recorded as specified in Policy IVL01-0002?			
3.	Is all refrigeration equipment operating properly?			
4.	Is equipment properly sanitized?			
<u>COMMENTS:</u>				

SECTION II - ROTARY OVEN/CONVECTION OVENS

PROCEDURE		C	N/C	COMMENTS
1.	Preventive maintenance was conducted on _____ (date) in accordance with policy IVL018 and engineering tagging policy.			
2.	Are all convection ovens operating properly?			
3.	Is equipment properly sanitized?			
<u>COMMENTS:</u>				

RETENTION SCHEDULE: This form, upon completion, will be kept in a local filing area for six years, one year active and five years inactive, then destroyed.

SECTION III - GRILLS

PROCEDURE		C	N/C	COMMENTS
1.	Preventive maintenance was conducted on _____ (date) in accordance with policy IVL018 and engineering tagging policy.			
2.	Are all grill units operating properly?			
3.	Is equipment properly sanitized?			
<u>COMMENTS:</u>				

SECTION IV - MIXERS

PROCEDURE		C	N/C	COMMENTS
1.	Preventive maintenance was conducted on _____ (date) in accordance with policy IVL018 and engineering tagging policy.			
2.	Are all mixers operating properly?			
3.	Is equipment properly sanitized?			
<u>COMMENTS:</u>				

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SECTION V - SLICERS/CHOPPERS

PROCEDURE		C	N/C	COMMENTS
1.	Preventive maintenance was conducted on _____ (date) in accordance with policy IVL018 and engineering tagging policy.			
2.	Are slicers used properly and not used to slice frozen food items?			
3.	Are all slicer units operating properly?			
4.	Is equipment properly sanitized?			
<u>COMMENTS:</u>				

SECTION VI - KETTLES

PROCEDURE		C	N/C	COMMENTS
1.	Preventive maintenance was conducted on _____ (date) in accordance with policy IVL018 and engineering tagging policy.			
2.	Are all kettle units operating properly?			
3.	Is equipment properly sanitized?			
<u>COMMENTS:</u>				

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SECTION VII - DISHWASHERS

PROCEDURE		C	N/C	COMMENTS
1.	Preventive maintenance was conducted on _____ (date) in accordance with policy IVL018 and engineering policy.			
2.	Is proper temperature reached during each phase of the wash cycle? Wash temperature _____ Final Rinse temperature _____			
3.	Do the temperatures meet Health Department code?			
4.	Is dishwasher operating properly?			
3.	Is equipment properly sanitized?			
<u>COMMENTS:</u>				

SECTION VIII - WARMER BOXES

PROCEDURE		C	N/C	COMMENTS
1.	Preventive maintenance was conducted on _____ (date) in accordance with policy IVL018 and engineering policy.			
2.	Are all warmer boxes operating properly?			
3.	Are warmer boxes properly sanitized?			
<u>COMMENTS:</u>				

SECTION IX - RANGE

PROCEDURE		C	N/C	COMMENTS
1.	Preventive maintenance was conducted on _____ (date) in accordance with policy IVL018 and engineering tagging policy.			
2.	Are all ranges operating properly?			
3.	Are ranges properly sanitized?			
<u>COMMENTS:</u>				

SECTION X - DISPOSALS

PROCEDURE		C	N/C	COMMENTS
1.	Preventive maintenance was conducted on _____ (date) in accordance with policy IVL018 and engineering tagging policy.			
2.	Are all disposals operating properly?			
3.	Are disposals properly sanitized?			
<u>COMMENTS:</u>				

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SECTION XI – SERVING LINES

PROCEDURE		C	N/C	COMMENTS
1.	Preventive maintenance was conducted on _____ (date) in accordance with policy IVL018 and engineering tagging policy.			
2.	Are all serving lines operating properly?			
3.	Are serving lines properly sanitized?			
<u>COMMENTS:</u>				

SECTION XII – TILT SKILLET/SKITTLE/SKILLETS

PROCEDURE		C	N/C	COMMENTS
1.	Preventive maintenance was conducted on _____ (date) in accordance with policy IVL018 and engineering tagging policy.			
2.	Are all skillets/skittles operating properly?			
3.	Are skillets/skittles properly sanitized?			
<u>COMMENTS:</u>				

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SECTION XIII – RETHERM OVENS

PROCEDURE		C	N/C	COMMENTS
1.	Preventive maintenance was conducted on _____ (date) in accordance with policy IVL018 and engineering tagging policy.			
2.	Are all retherm ovens operating properly?			
3.	Are retherm ovens properly sanitized?			
<u>COMMENTS:</u>				

SECTION XIV – TOASTERS

PROCEDURE		C	N/C	COMMENTS
1.	Preventive maintenance was conducted on _____ (date) in accordance with policy IVL018 and engineering tagging policy.			
2.	Are all toasters operating properly?			
3.	Are toasters properly sanitized?			
<u>COMMENTS:</u>				

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SECTION XV – HOT WATER MACHINES

PROCEDURE		C	N/C	COMMENTS
1.	Preventive maintenance was conducted on _____ (date) in accordance with policy IVL018 and engineering tagging policy.			
2.	Are all hot water machines operating properly?			
3.	Are hot water machines properly sanitized?			
<u>COMMENTS:</u>				

SECTION XVI – ICE MACHINES

PROCEDURE		C	N/C	COMMENTS
1.	Preventive maintenance was conducted on _____ (date) in accordance with policy IVL018 and engineering tagging policy.			
2.	Are all ice machines operating properly?			
3.	Are ice machines properly sanitized?			
<u>COMMENTS:</u>				

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MISCELLANEOUS

PROCEDURE	YES	NO	COMMENTS
1. Is equipment repaired in a timely manner (within 7 working days)?			
2. Is all preventive maintenance requested on a work order by the Food Service Director?			
3. Is facility within budget for Food Service maintenance?			
4. Are work tables, storage racks, carts, etc. in safe working condition?			
5. Is training provided by the Food Service staff to each inmate assigned to the kitchen, specific to each piece of equipment they operate?			
6. Is inmate training documented on the Training Progress Report?			
7. Do you feel the Food Service Director has adequately provided operational and safety training to his staff on each piece of equipment in the kitchen?			

LIST ANY EQUIPMENT WHICH NEEDS TO BE CONSIDERED FOR REPLACEMENT IN THE NEXT BUDGET (MOST CRITICAL FIRST):

- 1: _____
- 2: _____
- 3: _____
- 4: _____
- 5: _____