

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b>		
Standard Operating Procedures		
<b>Functional Area:</b> CORRECTIONS DIVISION/ FACILITIES OPERATIONS	<b>Reference Number:</b> IVL01-0018	<b>Revises Previous Effective Date:</b>
<b>Subject:</b> Food Service Equipment		12/15/02
<b>Authority:</b> Donald / Adams	<b>Effective Date:</b> 9/01/04	Page <b>1</b> of  <b>11</b>

**I. POLICY:**

- A. To outline to the Wardens/Superintendents and Food Service Directors standard procedures for the replacement and/or acquisition of Food Service equipment essential for the efficient and economical operation of each feeding unit in GDC.
- B. To provide methods for documentation of maintenance and repairs of all equipment in the Food Service department of each facility in GDC.
- C. To extend the useful life of equipment through preventative maintenance.
- D. Once the local Facility Food Service repairs and maintenance funds (615) have been depleted, prior approval from Central Office must be obtained prior to ordering parts or repair work.
- E. Any transfer of food service equipment will be approved by the Regional Food Service Maintenance Advisors, State Food Service Administrator, or the Food and Farm Services Manager and accompanied by the appropriate paperwork. Transfers to the Central Food Service Equipment Warehouse in Milledgeville must be accompanied by completed paperwork initiated by the facility. NO transfers of equipment will be made without completed paperwork.
- F. All requests for preventive maintenance on GDC Food Service equipment will be sent to maintenance in the form of a written work request.

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G. Any changes made to the kitchen and equipment must be made through the Regional Food Service Maintenance Advisor.

H. Any freezer/cooler repairs and/or repairs over \$500.00 must be approved by your Regional Food Service Maintenance Advisor.

I. A Copy of the Preventive Maintenance Assessment Report should be on file (Attach 2).

**II. APPLICABILITY:**

All Food Service units purchasing or procuring equipment for installation and use.

**III. RELATED DIRECTIVES:**

ACA Standards: 3-4302

**IV. DEFINITIONS:**

Maintenance Record - A record of equipment problems and corrective actions taken in repair of plant assets.

**V. ATTACHMENTS:**

Attachment 1 - Equipment Maintenance Log

Attachment 2 - Equipment Assessment Form

**VI. PROCEDURE:**

A. Food Service Equipment

1. All budgetary requests for Food Service equipment will be prepared in January of each year. This request must be completed and into Food and Farm Services, Central Office, by March 15 of each year. Food Service and Maintenance Advisors are available to assist in preparing budgetary requests, if needed.

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- a. When the Annual Operating Budget (AOB) is received from the budget office, equipment needs will be prioritized based on the facility's request.
    - b. Facility's prioritized list will be further prioritized based on statewide Food Service equipment needs.
  2. The equipment schedule must include the following.
    - a. Complete name, make, and model of equipment item.
    - b. Size and electrical and/or fuel data.
    - c. Estimated cost.
    - d. Justification for needs of equipment and purpose.
- B. Receipt and Installation Procedures
1. Upon receipt of new equipment, you must contact your Maintenance Advisor to insure installations are done in accordance with the factory's installation procedures (for warranty purposes).
  2. Upon receipt of any equipment items, a receiving report will be completed and forwarded to Food and Farm Services, Central Office.
  2. Upon receipt and installation of equipment in the feeding unit, a maintenance record will be prepared for the new and/or used replacement equipment. The local Food Service Director will keep on file, in the Food Service Office, maintenance records for each item of equipment in the feeding unit (See Attachment #1). The maintenance record will contain the following information.
    - a. Name of the item of equipment.
    - b. Date of purchase.

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- c. Manufacturer's Model and serial numbers of equipment.
  - d. GDC serial number.
  - e. Date of preventive maintenance performed on equipment.
  - f. Information concerning repairs - date reported to maintenance department, date repaired, action taken, parts used and related costs for repairs.
3. This information can be used to justify replacement and/or acquisition of essential equipment and promote efficiency in the operations of each feeding unit.

C. Preventative Maintenance

1. The Regional Food Service Maintenance Advisor will conduct a quarterly inspection on all GDC Food Service Equipment and give instructions on equipment operating procedures to maintain equipment in good working order.
2. The Regional Food Service Maintenance Advisor will also provide a list of deficiencies and suggestions on the quarterly Food Service Equipment Assessment (See Attachment #2) for preventative care on food service equipment and leave copies of the assessment with the Food Service Director, Business Manager/Deputy Warden of Administration, and Warden of the facility.
3. Below is a list of guidelines that is recommended for preventative maintenance care and will be used as a check list by the food service maintenance advisor when conducting inspections of equipment for repair or replacement.
4. Refrigeration Assessment to be checked every 30 days, except where indicated.

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- a. Check condition and operation of components and for missing parts or exposed wires.
  - b. Lubrication of all moving parts.
  - c. Cleaning of condenser coil. (Inspected every 30 days, cleaned as needed.)
  - d. Cleaning of evaporator coils.
  - e. Check door gaskets for proper seal.
  - f. Check units for frosting.
  - g. Check temps for proper setting.
  - h. Check sight glass for moisture and proper servicing.
  - i. Check overall appearance of equipment and that units are operating properly (daily).
5. Food Service Equipment Assessment - Convection Ovens every 30 days, except where indicated.
- a. Check ovens for proper door adjustments.
  - b. Check ovens for air leaks and bad door gaskets.
  - c. Check for proper use and cleaning of units.
  - d. Oil all moving parts as needed.
  - e. Check for missing parts and overall appearance (daily).
6. GRILLS TO BE CHECK EVERY 30 DAYS (except where indicated)
- a. Check all thermostats for proper operation.
  - b. Check for exposed wires and gas lines.
  - c. Check overall appearance of unit and that unit is operating properly (daily).

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7. MIXERS TO BE CHECK EVERY 30 DAYS (except where indicated)
  - a. Check plantore units for proper grease or oil levels.
  - b. Check all grease fittings and grease as needed.
  - c. Check for proper adjustments of belts.
  - d. Oil as needed.
  - e. Check for worn gears.
  - f. Check to see if the unit is operating properly.
  - g. Check for missing/broken parts and overall appearance of unit (daily).
  
8. SLICERS TO BE CHECK EVERY 30 DAYS (except where indicated)
  - a. Check for cleaning of unit daily.
  - b. Check for proper oiling and greasing of unit.
  - c. Check that unit is being used for intended purpose only.
  - d. Check to see if the unit is operating properly.
  - e. Check for missing/broken parts and overall appearance.
  - f. Make sure blade remains sharp.
  
9. PROOFER TO BE CHECKED EVERY 30 DAYS (except where indicated)
  - a. Drain daily.
  - b. Check for missing parts and properly working controls (daily).

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- c. Check for any kind of abuse to unit.
10. SKITTLES TO BE CHECKED EVERY 30 DAYS (except where indicated)
- a. Check for water leaks. Check for exposed wires.
  - b. Check overall appearance (daily).
  - c. Inspect for missing parts and check to see if unit is operating properly.
11. KETTLES TO BE CHECK EVERY 30 DAYS (except where indicated)
- a. Check all grease fittings and grease if needed.
  - b. Check safety controls on all steam cooking equipment.
  - c. Check for water leaks.
  - d. Check for broken or missing parts.
  - e. Check overall appearance and that unit is operating properly (daily).
  - f. Check water level every 30 days.
12. DISHWASHER TO BE CHECKED EVERY 30 DAYS (except where indicated)
- a. Check for lime build-up.
  - b. Check for water leaks.
  - c. Check for exposed wires.
  - d. Check for proper temperatures.
  - e. Check for missing parts and oil all moving parts.

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- f. Check booster heaters for leaking and proper operation.
  - g. Check all seals.
  - h. Check overall appearance and that unit is operating properly (daily).
  - i. Check that all safety devices are in operation.
13. DISPOSERS TO BE CHECKED EVERY 30 DAYS (except where indicated)
- a. Check for wear and proper operation.
  - b. Check overall appearance and that unit is operating properly (daily).
14. CHOPPERS TO BE CHECKED EVERY 30 DAYS (except where indicated)
- a. Grease or oil as needed.
  - b. Check for worn gears.
  - c. Check overall appearance and that unit is operating properly (daily).
15. Serving lines to be checked every 30 days, except where indicated.
- a. Check thermostats for proper operation.
  - b. Check temps on serving line.
  - c. Check for missing parts, appearance of unit, and that unit is operating properly (daily).
16. Tilt Skillet to be checked every 30 days, except where indicated.
- a. Grease or oil as needed.

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- b. Check for worn gears.
  - c. Check for missing parts.
  - d. Check appearance of unit and if unit is operating properly (daily).
17. Ice Machines to be checked every 30 days except where indicated.
- a. Check appearance of unit and check for sanitation of unit.
  - b. Cleaning of condenser coils.
  - c. Cleaning of evaporator plate and check for lime build-up or scale.
  - d. Check for exposed or damaged electrical cords or wiring.
  - e. Check bin for rusting.
  - f. Check bin door for gaskets and that door closes properly.
- D. Maintenance for Gemini Ovens - To be checked every 30 days.
- 1. Make sure all safety devices are in good operation.
  - 2. Lubrication:
    - a. Hinge, door - heat resistance grease
    - b. Lock, including rods - heat resistance grease
    - c. Lock edge, top - heat resistance grease
    - d. Lock edge, bottom - heat resistance grease
    - e. Cradle power parts - heat resistance grease
    - f. Chain - oil

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3. Checking of worn gear unit:

a. Check the gaskets and refill with oil if necessary. The gear unit contains 0.25 liters (15 cu in) and the oil must not be mixed.

b. Use one of these types of oil:

BP	Energol SGR 150
Castrol	Alpha SN 6
Herrman	Syntheso D 150 EP
Mobil	Glygoyle 22
Mol. - Alloy	XTO Medium
Nynas	NP 797
Shell	Tivela Oil WA
Texaco	Synlube SAE 90

4. Maintenance Every 12 Months - checking and adjusting:

- a. Expander bolt in floor.
- b. Packing in joints
- c. Packing in door frame
- d. Packing under door
- e. Door Lock mechanism
- f. Lightning, including cables
- g. Draining
- h. Tensioning of connections
- i. Damper function
- j. Limit positions

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- k. Chain positions
  - l. Solenoid valve
  - m. Cradle bearing
  - n. Function check
  - o. Checking of ambient temperature
5. Cleaning every 30 days or as needed:
- a. Floor
  - b. Window
    - a. Fluorescent Tube
    - b. Fan Wheel
  - e. Motors
6. Check Rotating Ovens every 30 days:
- a. Check the heat exchanger for cracks.
  - b. Check for carbon tracking inside and outside of the oven.
  - c. Check the oven sight glass for cracks (Gemini ovens only).
  - d. Check that burner package is installed properly, and all piping is secure and is not leaking.
  - e. Check to see if the draft inducer is installed and working.
  - f. Check and see if the flue and exhaust pipe is installed properly.
  - g. Check all wiring in and around heat exchanger.
7. Check if unit is operating properly and all control lights are operating properly.

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**VII. RETENTION SCHEDULE:**

Attachments 1 and 2 of this SOP will be kept locally for one year in an active file and five years in an inactive file, then destroyed.