

FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools



Subject: **KITCHEN EQUIPMENT REPAIRS**

Purpose

The purpose of this procedure is to provide steps to determine appropriate action for kitchen equipment repairs.

PROCEDURE

The Department of Food and Nutrition's Repair Call Center (RCC) has been established to ensure efficient service and allow the Department of Food and Nutrition to control costs associated with maintaining food service equipment.

When repairs of food service equipment are needed, the food service manager/satellite assistant must do the following:

Maintenance Repairs

Repairs that can be corrected by the Resident Maintenance Service Mechanic (RMSM) include changing a light bulb, tightening a panel, repairing a window screen, re-setting a switch or circuit breaker, etc. To initiate a resident maintenance service mechanic repair, do one of the following:

- A. Contact the mechanic to report the problem, or
- B. Complete a Food Service Request for Custodial/RMSM Services ([Attachment A](#)) and submit it to the principal

Equipment Repairs

A. When contacting the RCC, have ready the following information:

- 1. Manager/satellite assistant name and e-mail address
- 2. Tag number or property control number
- 3. Location name
- 4. Location number
- 5. Cafeteria phone number
- 6. Type of equipment
- 7. Detailed description of problem

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B. The RCC employee will review the information and either:

1. Determine the equipment is under warranty, refer to [Food and Nutrition Procedure F-2](#).

or

2. Provide an immediate solution

or

3. Initiate a work order through Maintenance.

or

4. Direct manager/satellite assistant to request replacement through their food service supervisor

Log Sheet for Repair/Service

All requests for repair or service of equipment or facilities must be documented on the Log Sheet for Repair/Service ([Attachment B](#)). The Log Sheet for Repair/Service must be posted in an area that is always visible (e.g. on the outside of the manager's office door).

If the equipment is determined to be "beyond repair" or "obsolete", the irreparable status of the equipment along with details must also be noted on an Outgoing Controlled Equipment form for future replacement and/or removal of the equipment. To request replacement equipment, refer to [Food and Nutrition Procedure F-2](#).

For Action By: Principals, Food Service Managers and Satellite Assistants

Refer Questions to: Department of Food and Nutrition

*Revised: August 2002(2nd), June 2006, July 2007, August 2012, July 2015, June 2018, April 2019, July 2024
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