

FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools

F4

Subject: **DISPOSITION/REMOVAL, TRANSFER AND OFF CAMPUS LOANS OF
LARGE AND SMALL FOOD SERVICE EQUIPMENT**

PURPOSE

The purpose of this procedure is to ensure that no equipment is removed from the cafeteria except when transferred to another school or warehouse or removed for disposition.

PROCEDURE

Disposition of Equipment Valued at \$1,000 or Higher

- A. The recommendation for disposition of equipment that is beyond repair originates with maintenance department personnel or Food and Nutrition administrator.
- B. Once equipment has been determined beyond repair, maintenance personnel, Food Service Equipment Manager, Food and Nutrition administrator or the food service manager/satellite assistant or designee must complete an Outgoing Controlled Equipment form (OCE) (FM-1670, Revised 03-01) for removal. If the equipment is being replaced with a new unit, the vendor will remove the old unit. The OCE form should be completed as follows:
 1. The originating location food service manager/satellite assistant or designee completes sections A, B, C, D1 and D2 on the OCE form.
 - A: Check off box #2 (do not complete Location #).
 - B: Complete school location #, school name, and date.
 - C: Complete Property Control Number (PC#) and/or serial number or the word "none" if either are not available and description of the equipment. If the PC# or serial number is not available, as much detail as possible about the equipment should be noted.
 - D1: Check off Reason for Requesting Removal depending on the status of the equipment.
 - D2: Originator's signature and employee number and administrator/designee's signature and employee number is required.
 2. Section E should be completed by the Maintenance inspector/technician if replacement is required.

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3. Section F1 is completed by the vendor when the equipment is picked up.
4. The vendor will verify the PC#(s), equipment, and description is correct before signing the OCE form and will leave the yellow copy (#3) and blue copy (#4) with the food service manager/satellite assistant or designee.
5. Section F2 is completed by Richards' Warehouse personnel once the equipment is delivered. Richards' Warehouse personnel keep the pink copy (#2) and forward the green copy (#1) to Property Accounting.

See sample of completed OCE form ([Attachment A](#)).

Transfer of Equipment Valued at \$1,000 or Higher

- A. If equipment is no longer utilized or needed at a location and is in working order, the region food service supervisor or Food and Nutrition Facilities Director may request removal and/or transfer of equipment to another location. If equipment needs to be disconnected (gas, plumbing, special electric, etc.), a work order must be initiated through the Equipment Repair Center prior to requesting a transfer. When equipment is transferred from school to school, an OCE form must be completed as follows:
1. The originating location food service manager/satellite assistant or designee completes sections A, B, C, D1 and D2 on the OCE form.
 - A: Check off box #2 (do not complete Location #).
 - B: Complete school location #, school name, and date.
 - C: Complete PC# and/or serial number or the word "none" if either are not available and description of the equipment. If the PC# or serial number is not available, as much detail as possible about the equipment should be noted.
 - D1: Check off the Reason for Requesting Removal depending on the status of the equipment.

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- D2: Originator's signature and employee number and administrator/designee's signature and employee number are required.
2. When equipment is picked up, Food and Nutrition personnel completes section F1.
 3. Food and Nutrition personnel will verify PC#(s), equipment, and description is correct before signing the OCE form and will leave the yellow copy (#3) with the originating location's food service manager/satellite assistant or designee.
 4. Receiving location food service manager/satellite assistant or designee completes section F2 and keeps blue copy (#4) for their records.
 5. Food and Nutrition personnel will keep the pink copy (#2) for their records.
 6. Food and Nutrition personnel will send the green copy (#1) to Property Accounting to record the transfer.

See sample of completed OCE form ([Attachment B](#)).

- B. When equipment is transferred from a school to the Department of Food and Nutrition, an OCE form must be completed as follows:
 1. The originating location food service manager/satellite assistant or designee completes sections A, B, C, D1 and D2 on the OCE form.
 - A: Check off box #2 (do not complete Location #).
 - B: Complete school location #, school name, and date.
 - C: Complete PC# and/or serial number or the word "none" if either are not available and description of the equipment. If the PC# or serial number is not available, as much detail as possible about the equipment should be noted.
 - D1: Check off the Reason for Request the Removal depending on the status of the equipment.
 - D2: Originator's signature and employee number and administrator/designee's signature and employee number are required.
 2. When equipment is picked up, Food and Nutrition personnel completes section F1.

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3. Food and Nutrition personnel will verify PC#(s), equipment, and description is correct before signing the OCE form and will leave the yellow copy (#3) with the food service manager/satellite assistant or designee.
4. Food and Nutrition personnel will send the green copy (#1) to Property Accounting to record the transfer and keep the blue copy (#4) and pink copy (#2) on file.

See sample of completed OCE form ([Attachment C](#)).

- C. An OCE form must be completed and signed prior to the transfer of all equipment valued at \$1,000 or higher.
- D. After the OCE form is completed, the region food service supervisor will begin the ordering process according to [Food and Nutrition Procedure F-2](#) if necessary.

Disposition or Transfer of Small Equipment (Equipment valued less than \$1,000.00)

Small equipment in good condition such as pots, baking sheets, scoops, pitchers, etc. that are surplus, should be transferred to another food service department by the region food service supervisor. It is suggested that school sites complete an OCE form for any piece of equipment regardless of value for proper accountability.

An OCE form should also be completed for small equipment which is worn, damaged or obsolete so that the equipment may be prepared for disposition according to established procedures. Utilizing the outgoing form provides a record of all equipment movement and will serve as documentation for any future questions. Arrangements for pick up will be made through the region food service supervisor or the Department of Food and Nutrition.

Interschool Loans

At times it may be necessary to loan food service equipment to another school food service department. This is implemented by using the OCE form regardless of the length of time intended for the loan. Refer to page two, section A on transferring equipment from school to school.

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Temporary Removal of Equipment

It may sometimes be necessary to authorize the temporary removal of equipment from the school premises for repair. If equipment is going to Food and Nutrition for repair, refer to page three on transferring equipment from a school to the Department of Food and Nutrition. If equipment is going to maintenance for repair, complete the OCE form as follows:

1. The originating location food service manager/satellite assistant or designee completes sections A, B, C, D1 and D2 on the OCE form.
 - A: Check off box #2 (do not complete Location #).
 - B: Complete school location #, school name, and date.
 - C: Complete the Property Control number and/or serial number or the word "none" if either are not available and description of the equipment. If the PC# or serial number is not available, as much detail as possible about the equipment should be noted.
 - D1: Check off the Reason for Requesting Removal depending on the status of the equipment
 - D2: Originator's signature and employee number and administrator /designee's signature and employee number are required.
2. Maintenance inspector/technician completes sections F1 and F2.
3. Maintenance inspector/technician should verify PC#(s), equipment, and description is correct before signing the OCE form and will leave the yellow copy (#3) with the originating location's food service manager/satellite assistant or designee.
5. Maintenance inspector/technician should send the green copy (#1) to Property Accounting to record the transfer and keep the blue copy (#4) and pink copy (#2) on file.

See sample of completed OCE form ([Attachment D](#)).

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NOTES

Prior to removal of any equipment listed on the property control audit list, a completed and signed OCE form must be on file at the school site.

Once pick-up/removal is scheduled, the OCE form must be readily available for the outside vendor or other designated staff.

Under no circumstances should a piece of equipment leave the food service area without proper identification of the person(s) removing the equipment and required signed paperwork. The food service manager/satellite assistant must obtain a signed copy of all paperwork prior to the removal of any equipment and must maintain a copy in their files. Outside vendors contracted with Maintenance or the Department of Food and Nutrition as well as food service drivers are instructed not to remove any equipment without a signed OCE form.

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

Refer Questions to: Department of Food and Nutrition

*Revised: June 2006(1st), July 2008, July 2010, July 2013, July 2022
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