



FACILITIES MANAGEMENT INFORMATION

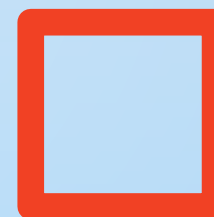
PRESENTED BY: EDWARD VELEZ
786-275-0461

INTRODUCTION

In this presentation we will review the contact numbers for the contracted services & vendors we provide for the Department of Food and Nutrition. Please share this information with your Principal and front office staff.

Please contact the Repair Call Center should an emergency or concern arise in your kitchen.

If you need follow up from the vendor or have not received any service within 24 hours, please contact the Repair Call Center at 786-275-0500.



WORKORDER REQUESTS

- When calling in workorders please have the below information ready so we can better assist you:
 - Equipment Name/Brand
 - Equipment PC# and/or TAG#
 - Cooking Equip – Must know if Gas or Electric
 - Refrigeration Equip. – Refrigerator or Freezer



Company	Contact Person	Email Address	Phone Number
Tower Pest Control	Jessica Torre	Jessica@towerpestcontrolmiami.com	(305)821-3888
SFSPac (Sanitation)	Jane Arms	support@sfspac.com	1-(800)-289-7725
Hood Cleaning	Miriam Gonzalez	miriamg@dadeschools.net	(786)275-0476
Food & Nutrition Repair Call Center	Call Center Staff	fnrepaircallcenter@dadeschools.net	(786)275-0500
Dumpster Service	MDCPS	District Inspections	(305)995-1550
Department of Safety	MDCPS	Department of Safety	(305)995-4900
Paper Goods Orders	Ask for Customer Service, give requisition number of order	Stores & Mail Distribution	(786)275-0600

KITCHEN SAFETY INFORMATION

- The Hood System is required to be ON and PROPERLY working before turning on and using ANY cooking equipment.
- If the Hood System appears to not be working properly **DO NOT** turn on any cooking equipment and report the issue to the Food & Nutrition Repair Call Center and your Food Service Supervisor.
- Carbon Monoxide detectors were installed in all kitchens. Carbon Monoxide is odorless and colorless. If the carbon monoxide detector's alarm sounds, please adhere to the following required steps:
 - **NEVER** ignore the sound of the alarm.
 - **QUICKLY** turn off cooking and serving line equipment and leave the kitchen and go outdoors for fresh air.
 - **IMMEDIATELY** inform your school Principal or designee so they can initiate appropriate actions. If a school administrator is not readily available, **Call 911** to report situation.
 - **NOTIFY** your Food Service Supervisor of the situation at hand.
 - **DO NOT REENTER THE PREMISES** until the emergency service responders have declared the facility safe.

REPAIR CALL CENTER TEAM



Miriam Gonzalez
Office Manager



Stephanie Perez
Workorder Clerk



Doralys Perez
Workorder Clerk

7 **FOOD AND NUTRITION'S TEAM OF DRIVERS**



CUSTODIAL STAFF

