



# Virginia Department of Corrections

## Facility Services and Work

### Food Service Manual Chapter 12

#### *Equipment Maintenance*

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*Signature Copy on File*

5/19/2023

Signature

Date

### REVIEW

The Director of Food Services will ensure that each Chapter of the Food Service Manual is reviewed annually and revised as necessary.

*The content owner reviewed this operating procedure in June 2024 and determined that no changes are needed.*

*The content owner reviewed this operating procedure in May 2025 and determined that no changes are needed.*

### COMPLIANCE

The Food Service Manual is issued with the intent to pull together information from a variety of sources such as directives, operating procedures, regulations, and other mandatory requirements and applies to all Food Service activities in facilities operated by the Department of Corrections (DOC). Contract Food Service vendors must follow all provisions of the Food Service Manual within the specifications of their contract. This manual will not change requirements contained in any approved directive or operating procedure, but does contain specific operational details not included in other documents. Practices and procedures must comply with applicable State and Federal laws and regulations, American Correctional Association (ACA) standards, and DOC directives and operating procedures.

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## DEFINITIONS

**Community Corrections Alternative Program (CCAP)** - A system of residential facilities operated by the Department of Corrections to provide evidence-based programming as a diversionary alternative to incarceration in accordance with COV §53.1-67.9, *Establishment of community corrections alternative program; supervision upon completion*.

**Culinary Equipment** - Utensils used in the preparation or serving of food and any cutters or other parts that may be removed from stationary equipment.

**Facility** - Any institution or Community Corrections Alternative Program.

**Fixed Asset Accounting and Control System (FAACS)** - The system used by most state agencies in accounting for fixed assets.

**Food Operations Equipment Repair Manager** - The manager of the unit that controls, maintains, and fixes food service equipment for DOC.

**Inmate** - A person who is incarcerated in a Virginia Department of Corrections facility or who is Virginia Department of Corrections responsible to serve a state sentence.

**Preventive Maintenance** - A series of periodic scheduled inspections, adjustments, cleaning, lubrication, testing, and minor repairs of an asset designed to ensure efficiency, minimize deterioration, and prevent major breakdowns.

**Probationer/Parolee** - A person who is on community supervision as the result of the commission of a criminal offense and released to the community under the jurisdiction of Courts, paroling authorities, the Virginia Department of Corrections, or other release authority; this includes post release supervision and Community Corrections Alternative Programs.

**Total Maintenance System (TMS)** - A web-based software system that provides a computerized system for managing materials and supplies inventories and a maintenance management system to schedule, track, and report maintenance work performed on DOC owned facilities, equipment, and vehicles.

**PURPOSE**

This Chapter of the Food Service Manual provides guidelines to assure the proper care, operation, and maintenance of all Department of Corrections (DOC) food service equipment.

**PROCEDURE**

- I. Maintenance Procedures
  - A. Each food service department will have a preventive maintenance plan that designates staff responsibilities and the performance period for scheduled, routine maintenance tasks.
  - B. The Food Operations Director/Manager will ensure that each item of food service equipment is entered into the Total Maintenance System (TMS) and that a current listing of all food service equipment for the unit is in the system.
  - C. Facility staff will track and maintain a record of all repairs and maintenance to food service equipment, as applicable, in TMS; see Operating Procedure 301.3, *Preventative and Corrective Maintenance*.
  - D. The Food Operations Director/Manager will become familiar with the manufacturer's maintenance book and with performing minor maintenance tasks as recommended. Such tasks need not be recorded on the *Equipment Record* in TMS.
  - E. The Regional Food Service Field Director will inspect food service equipment during their routine visits to facilities. Documentation of such inspections and any resulting findings is to be maintained by the Director of Food Services.
- II. Inmate or CCAP Probationer/Parolee Maintenance Worker
  - A. Each food service department at all facilities may utilize an inmate or CCAP probationer/parolee maintenance worker to perform preventative maintenance and general repairs to food service equipment and food storage, preparation, and serving areas.
    1. Food service staff will notify the inmate or CCAP probationer/parolee maintenance worker when general repairs are needed.
    2. Preventative maintenance and repairs must be documented with documentation of the maintenance and repairs provided to the Food Operations Director/Manager and reported to the buildings and grounds department so that this work can be tracked in TMS.
    3. If the repair exceeds the resources of the inmate or CCAP probationer/parolee maintenance worker, the Food Operations Director/Manager will notify appropriate buildings and grounds staff.
    4. Written requests in TMS will document a need for Level 2 Priority; see Operating Procedure 301.3, *Preventive and Corrective Maintenance*.
  - B. The inmate or CCAP probationer/parolee maintenance worker must not be allowed unsupervised access to secure areas such as utensil storage or storage for primary ingredients for intoxicants.
  - C. Buildings and grounds staff in consultation with the Food Operations Director/Manager will interview and hire the inmate or CCAP probationer/parolee maintenance worker.
    1. The Food Operations Director/Manager will be responsible for the work schedule of the inmate or CCAP probationer/parolee maintenance worker and any timekeeping and reporting requirements.
    2. The inmate or CCAP probationer/parolee maintenance worker can be placed on a 55-hour work week and may be required to report to the food service department for repairs after scheduled work hours.
  - D. Buildings and grounds staff will train the inmate or CCAP probationer/parolee maintenance worker to perform general repairs and preventative maintenance in the food service department.
    1. Buildings and grounds staff must maintain documentation of this training with copies provided to the Food Operations Director/Manager.

2. Training documentation must indicate that the inmate or CCAP probationer/parolee maintenance worker was trained to perform their assigned duties.
- E. With approval of the Buildings and Grounds Superintendent and Food Operations Director/Manager, tools to perform general repairs and preventative maintenance will be provided by the facility central tool room.
1. Only Class B tools can be issued to the inmate or CCAP probationer/parolee maintenance worker.
  2. All tools issued for use by the inmate or CCAP probationer/parolee maintenance worker must be stored in the same secure area as culinary equipment to ensure the tools are readily available to the inmate or CCAP probationer/parolee maintenance worker while on duty.
    - a. The tools must be stored so that they do not contaminate culinary equipment.
    - b. The tools must be stored, inventoried, and accounted for in accordance with Operating Procedure 430.2, *Tool, Culinary, and Medical Equipment Control*.
    - c. A chit system, or a tool issuance log such as *Tool/Kitchen Utensil Daily Report 430\_F1*, is required for all tool issuance.
    - d. A toolbox or belt must be available for the inmate or CCAP probationer/parolee maintenance worker to carry tools between the secured storage area and the work site.
  3. All tools must be accounted for, when the inmate or CCAP probationer/parolee maintenance worker goes off duty and as required for kitchen utensils; see Food Service Manual Chapter 9, *Control of Food Service Utensils, Equipment, Supplies, and Food*.
- F. The inmate or CCAP probationer/parolee maintenance worker must observe and practice all relevant safety rules while performing their duties.
1. The inmate or CCAP probationer/parolee maintenance worker will not be allowed to lock out/tag out any equipment for repairs or general maintenance.
  2. The lock out/tag out process must be done by a member of the buildings and grounds staff.

### III. Preventive Maintenance Plan Tasks

- A. Buildings and grounds staff may need to perform some of the preventative maintenance tasks instead of the inmate or CCAP probationer/parolee maintenance worker.
- B. Weekly
1. Check all steam components for proper operation, leakage, loose fits, etc.
  2. Check all water faucets and sink drains
  3. Oil oven doors and bearings
  4. Check all floor drains weekly for secured covers and assist food operations staff in re-securing after cleaning
  5. Check can openers for blade wear and replace as necessary
  6. Check dishwasher pumps, conveyers, reduction gear, and all switch linkages
- C. Monthly
1. Check thermostats, gauges, controls, etc. for correct operation, adjust or calibrate as needed
  2. Check for bearing wear, including end play, overheating, or lack of lubrication on all pumps, motors, and moving parts, lubricate as needed; do not over-lubricate
  3. Check heating elements for damage, broken or loose wires, and connections, or burned-out units, tighten or repair connections; replace element if needed
  4. Inspect belts for misalignment, slippage, or frayed condition, tighten loose belts or replace multiple belts in sets when one is worn
  5. Check electrical switches, and controls for loose connections, broken wires, or improper operation,

tighten loose connections and calibrate controls as needed

6. Inspect fans for vibration, bent blades, end play, and excessive accumulation of grease or dust
7. Inspect vents, hoods, and ducts for excessive accumulation of grease or dust
8. Inspect all hand or automatic dampers or duct controls for proper operation and lubrication
9. Check operation of controls through refrigeration cycle and ability to maintain desired temperature
10. Check all window closures to see that they are working and properly lubricated
11. Lubricate all casters on racks and carts
12. Check, as specified by manufacturer, meat saws, grinders, and food slicers
13. Lubricate mixer bowl lift, or if manual, lubricate crankshaft, follow manufacturer's instructions regarding motor
14. Check exhaust fans for belt tightness, wear, accumulation of dust and grease

D. Quarterly - Lubricate exhaust fans

E. Semiannually

1. Inspect doors and latches
2. Check condensers and evaporators for dust accumulation, clean as required

F. Make certain all safety guards and shields are in place at all times

#### IV. Food Service Equipment

- A. Facilities in possession of excess food service equipment must notify the Director of Food Service and the Food Operations Equipment Repair Manager.
- B. All excess food service equipment must be transferred to the Food Service Refurbished Warehouse to be maintained for future redistribution to other DOC facilities as needed or requested.
  1. When transferring excess food service equipment, facility staff will contact the designated Surplus Property Coordinator (SPC) and Fixed Asset Accounting and Control System (FAACS) Coordinator at the facility.
  2. The SPC and FAACS coordinator, as appropriate, will complete the *State Surplus Property Transfer Document* 260\_F8, obtain a print screen shot copy of the FAACS equipment, and obtain a completed *Food Service Warehouse Equipment Repair Request* FSM\_F28, as needed for equipment requiring repairs.
  3. Facility staff will contact the Food Operations Equipment Repair Manager to schedule an appointment to deliver the excess equipment to the warehouse.
- C. The Food Operations Equipment Repair Manager or designee must notify the FAACS Coordinator for the warehouse to enter the item in FAACS.
- D. The *State Surplus Property Transfer Document* must be used when transferring equipment whether to the Food Service Refurbished Warehouse or other DOC facilities.
- E. The Director of Food Service and/or the Food Operations Equipment Repair Manager will determine the amount of time, equipment is held at the Food Service Refurbished Warehouse, prior to declaring it surplus.
- F. Once equipment is declared surplus, the designated SPC must complete a *Surplus Property Manifest* 260\_F7, contact Department of General Services Surplus Warehouse/Distribution Center, make an appointment to deliver the equipment, and will request a copy of the signed *Surplus Property Manifest* to be retained for audit purposes.

## **REFERENCES**

Operating Procedure 301.3, *Preventative and Corrective Maintenance*

Operating Procedure 430.2, *Tool, Culinary, and Medical Equipment Control*

Food Service Manual Chapter 9, *Control of Food Service Utensils, Equipment, Supplies, and Food*

## **ATTACHMENTS**

None

## **FORM CITATIONS**

*Surplus Property Manifest 260\_F7*

*State Surplus Property Transfer Document 260\_F8*

*Tool/Kitchen Utensil Daily Report 430\_F1*

*Food Service Warehouse Equipment Repair Request FSM\_F28*