

# FOOD AND NUTRITION PROCEDURES

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Effective	July 2008
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## Miami-Dade County Public Schools

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Subject: EQUIPMENT REQUESTS

For Action By: PRINCIPALS, FOOD SERVICE MANAGERS AND SATELLITE ASSISTANTS

Refer Questions to: FOOD SERVICE ADMINISTRATORS  
DEPARTMENT OF FOOD AND NUTRITION

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All equipment utilized by food service staff is requested, ordered and funded by the Department of Food and Nutrition with the exception of major equipment affixed to the building at the time of new construction. All replacement and/or additional equipment requests must follow the procedures listed.

### **REPLACING AND ADDING EQUIPMENT**

#### Replacing Equipment

Requests for replacement of food service equipment items of the same size and utility requirements originate with the Region Food Service Coordinator. When a piece of equipment is to be replaced, the procedure is as follows:

- A. Once replacement of obsolete or non-repairable equipment has been determined by maintenance an Outgoing Controlled Equipment form must be initiated and signed by maintenance staff following guidelines listed in Food and Nutrition Procedure F-4.
- B. Once maintenance staff has determined equipment is no longer usable or repairable the equipment should be unplugged and a signed copy of Outgoing Controlled Equipment form should be taped to the outside.
- C. The need for replacement is verified i.e. age, condition, usage, etc., through the assigned Region Food Service Coordinator.
- D. The Region Food Service Coordinator should verify utility types, space requirement, and additional utility requirements etc., prior to requesting equipment replacement(s).
- E. In order to initiate a request for equipment a photocopy of the signed completed outgoing form must be sent to your Region Food Service Coordinator. Each outgoing form must have the signature of the maintenance staff that evaluated the equipment and the principal or designee. **The original copies remain at the school site until the equipment is removed or replaced.**

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### EQUIPMENT REQUESTS (continued)

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- F. The Region Food Service Coordinator will then submit the Food Service Equipment Request form ([FM-2591](#)) – Revised (04-00) to the food service administrator for equipment and facilities or the technology support administrator ([Attachment](#) - Cash Register Equipment Request form), along with the required documentation.
- G. Once the equipment request is received the following review occurs:
- The age of equipment being replaced is verified, and may be evaluated by an outside source for a second opinion. Once a decision has been reached, a determination will be made for repair or replacement.
  - If the equipment will be replaced the replacement price is verified by bid or quote.
  - A purchase order is implemented into the MSAF and goes through required approval process.
  - Please be aware that the approved vendor does not order equipment until they receive a hard copy purchase order from procurement. Once the vendor receives the purchase order the average ship time for most equipment is 180 work days.
  - Any necessary arrangements for new equipment installation will be coordinated through the Food and Nutrition Department.

### Additional Equipment

Requests for additional equipment with additional utility or installation requirements originate with the Region Food Service Coordinator. When requesting additional equipment, the following steps should be followed when completing the equipment request form:

- A. Verify the need i.e. increased participation, additional programs, etc.
- B. Check to see if needed equipment is available at another location.
- C. Include information on the status of availability of utilities required (plumbing, electrical, type of gas, etc.)
- D. Whenever necessary, attach a scale drawing of the placement of this equipment to verify available space.
- E. Region Food Service Coordinator submits request to food service staff for equipment/facilities or technological support for funding and processing.

**Note:** The same process is followed when ordering replacement equipment.

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#### RECEIVING FOOD SERVICE EQUIPMENT

When new equipment is received, the food service manager, satellite assistant or designee must verify that equipment has been delivered in good condition and that all parts are included. All equipment valued at \$1,000.00 or more will be coded with a property control number through the M-DCPS Property Accounting Department. The installation of equipment by maintenance or outside vendors is coordinated by the Department of Food and Nutrition. The initial start up and training in the use and care of all major equipment is coordinated with the factory representative by the Department of Food and Nutrition. After the warranties expire (normal warranty period is one year) requests for repairs are handled through procedures established by Maintenance Operations ([Refer to Food and Nutrition Procedure F-3](#)).

The food service manager should:

1. Verify the equipment being delivered is in good condition and that all parts and attachment are included.
2. Stamp and sign the invoice or packing slip using the **Goods and Services Received Stamp**.
3. Make two (2) copies of the signed original invoice or packing slip. Keep one copy for the Equipment File. **When complete shipments of merchandise are received by a work location, it is the responsibility of the food service manager to give the invoice or packing slip to staff in the front office to complete online receiving into the MSAF/PURCHASING SYSTEM. This should be completed as soon as possible, but not later than five (5) working days after receipt of goods. Failure for the school to receive merchandise on-line may result in being shut out of MSAF system.**
4. Mail the original signed and stamped invoice or packing slip

**Location #9999 – Room 602  
Accounts Payable  
Attention: Food Service Invoices**

5. File all manuals received with new equipment.

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### EQUIPMENT REQUESTS (continued)

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#### STOLEN EQUIPMENT

Food service equipment valued at \$200 or more that is stolen or vandalized will be replaced through the School Board's self-insurance fund. The principal of the school should requisition the replacement of stolen food service equipment through the same channels established for other school property stolen or vandalized. A Plant Security Report should be completed and the requisition, using the following funding structure, should be submitted.

Fund:	0100	Function:	7400
Object:	5640	Program:	9010
Location:	9611		

Requisitions for these replacement items do not require approval of the Department of Food and Nutrition. If the school site needs assistance with recommended models to purchase replacement items, please contact the Department of Food and Nutrition.