

FOOD AND NUTRITION PROCEDURES

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Effective	Sept. 2007
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Miami-Dade County Public Schools

Subject: EQUIPMENT REPAIRS

For Action By: PRINCIPALS, FOOD SERVICE MANAGERS

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

Whenever food service equipment is in need of repair the Food Service Manager/Satellite Assistant must:

- Contact the Department of Food and Nutrition to request repairs if equipment is still under warranty

OR

- Contact the Zone Mechanic (if available) who may be able to correct the problem if equipment warranty period has expired. The Food Service Request for Custodial/Zone Mechanic Services document ([Attachment A](#)) may be a useful communication tool.
- Ensure that a maintenance work order is initiated if a Zone Mechanic is not able to correct the problem. Work orders may be initiated by school personnel (Zone Mechanic, Food Service Manager/Satellite Assistant or Principal/Designee) by calling **Maintenance Operations Customer Service Center at 305-995-7777**. The School Location's OEFIS number is required each time a maintenance work order is requested.
- Complete the Log Sheet of Repairs/Services ([Attachment B](#)) for all equipment repair requests. Post Log Sheet in a visible place in the Manager/Satellite Assistant's office.
- Follow-up with Maintenance Operations until repairs are completed.

Food service equipment and facility issues are classified by Maintenance into two (2) categories:

- (1) **EMERGENCY REPAIRS** – Involve the safety, health or welfare of a student/employee or issues that would cause damage to a facility.
- (2) **ROUTINE REPAIRS** – All other food service equipment or facility issues.

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EQUIPMENT REPAIRS (continued)

Maintenance Operations is organized into six (6) **Region Maintenance Centers** (RMAC's).
Listed below are the RMAC's:

<u>Region Maintenance Center 1</u> 12525 N. W. 28 Avenue Miami, Florida 33167 Telephone: 305-995-4092	<u>Region Maintenance Center 2</u> 12525 N. W. 28 Avenue Miami, Florida 33167 Telephone: 305-995-7900	<u>Region Maintenance Center 3</u> 2780 N. W. 87 Avenue Miami, Florida 33147 Telephone: 305-835-1000
<u>Region Maintenance Center 4</u> 2950 N. W. 43 Terrace Miami, Florida 33142 Telephone: 305-995-4300	<u>Region Maintenance Center 5</u> 15301 S. W. 117 Avenue Miami, Florida 33157 Telephone: 305-235-2329	<u>Region Maintenance Center 6</u> 24600 S. W. 159 Avenue Miami, Florida 33031 Telephone: 305-248-3016