

FOOD AND NUTRITION PROCEDURES

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Effective	July 2008
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Miami-Dade County Public Schools

Subject:	DISPOSITION/REMOVAL, TRANSFER AND OFF CAMPUS LOANS OF LARGE AND SMALL FOOD SERVICE EQUIPMENT
For Action By:	PRINCIPALS, FOOD SERVICE MANAGERS AND SATELLITE ASSISTANTS
Refer Questions to:	FOOD SERVICE ADMINISTRATORS DEPARTMENT OF FOOD AND NUTRITION

EQUIPMENT VALUED AT \$1,000 OR HIGHER

- The recommendation for disposition of equipment that is non-repairable originates with maintenance department personnel.
- Once equipment has been determined to be either beyond repair or non-repairable, maintenance personnel should complete and sign an Outgoing Controlled Equipment form (FM-1670) Revised 03-01).
- The Outgoing Controlled Equipment form must be signed by a school administrator.
- The Outgoing Controlled Equipment form must contain the PC number and serial number or the word "none" if either are not available.
- If the PC number or serial number is not available as much detail about the equipment should be noted as possible.
- After the outgoing form is completed, the Region Food Service Coordinator will begin the ordering process according to [Food Service Procedure F-2](#)

Note:

- Prior to removal of any equipment listed on the property control audit list a completed and signed Outgoing Controlled Equipment form must be on file at the school site.
- Once pick-up/removal is scheduled the outgoing forms 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 must obtain a signed copy of all paperwork prior to the removal of any equipment and should maintain a copy in their files. Outside vendors contracted with Maintenance or Food and Nutrition as well as food service drivers are instructed not to remove any equipment without a signed outgoing control form.

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DISPOSITION/REMOVAL, TRANSFER AND OFF CAMPUS LOANS (continued)

TRANSFER OF EQUIPMENT VALUED AT \$1,000.00 OR HIGHER

- If equipment is no longer utilized or needed at a location, the Region Food Service Coordinator may request removal and/or transfer to another location.
- The equipment must be in working order and if special utilities (i.e. gas, plumbing, special electric etc.) are required the Region Food Service Coordinator must contact the appropriate maintenance satellite center for assistance with removal and installation.
- An Outgoing Controlled Equipment form must be completed and signed prior to the transfer of all equipment valued at \$1,000.00 or higher.

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 Coordinator. It is suggested that school sites complete an outgoing form for any piece of equipment regardless of value for proper accountability.

An Outgoing Controlled Equipment 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 Coordinator 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 Outgoing Controlled Equipment form regardless of the length of time intended for the loan.

TEMPORARY REMOVAL OF EQUIPMENT

It may sometimes be necessary to authorize the temporary removal of equipment from the school premises for repair or replacement. The Outgoing Controlled Equipment form must be completed following Off Campus Instruction #3. The principal or designee is required to sign the Outgoing Controlled Equipment form. If there is any doubt or question regarding any of the above, please contact the Department of Food and Nutrition or your assigned Region Food Service Coordinator.