

FOOD AND NUTRITION PROCEDURES

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Miami-Dade County Public Schools

Subject:	EQUIPMENT MAINTENANCE
For Action By:	PRINCIPALS, FOOD SERVICE MANAGERS AND SATELLITE ASSISTANTS
Refer Questions to:	FOOD SERVICE ADMINISTRATORS DEPARTMENT OF FOOD AND NUTRITION

The day to day care and use of the food service equipment is the responsibility of the food service manager and his/her staff. The food service manager is responsible for training staff members on proper use and care. All equipment utilized should be cleaned on a daily basis. A thorough cleaning should be conducted at the end of each work week. Employees must utilize approved cleaning compounds provided by the awarded sanitation company and/or cleaning supplies approved through the Department of Food and Nutrition.

Staff who are properly trained on care of equipment will not only prolong the life of equipment, but will save down time and money on maintenance calls.

The following cleaning guidelines are provided in detail to ensure that all equipment is maintained properly and sanitation procedures are followed. Additional information may also be found in the Cleaning Procedures Manual provided in the current cleaning supply/sanitation vendor.

WATER HOSES

- **Under no circumstances should a water hose be utilized to clean or rinse any piece of electrically powered equipment within the food service area.**
- **Water from misuse of hoses and buckets is not only a very serious safety hazard, but also causes thousands of dollars in repair costs.**
- Please remember commercial equipment is not designed to be immersed or flooded with water. In the event water build up does occur on electrical equipment, shelving units or under shelf of work tables, please wipe down with a clean dry cloth.
- **Water should not be allowed to puddle and remain on equipment or floors over night. This practice will cause equipment to rust and promotes insects and pests.**
- All equipment manuals from manufactures state “**DO NOT USE A HOSE TO CLEAN EQUIPMENT**”.

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EQUIPMENT MAINTENANCE (continued)

FLOORS

- Floors should be swept first to remove debris and mopped on a daily basis using clean mops and approved cleaning products according to product direction. Floors should be cleaned using the two-bucket procedure as follows:

Two-Bucket Procedure

- Fill each bucket with water and cleaning solution utilizing instructions on product label.
 - Immerse wet mop in detergent solution; remove mop from detergent solution and place it in drip pan for a few seconds to remove excess water. Apply detergent solution to floor.
 - Return mop to clear water rinse bucket. Agitate the mop to remove dirt picked up in the operation. Wring out mop.
 - Return clean mop to area where detergent solution was used and pick up cleaner solution. Return mop to clean water rinse, agitate and wring out mop.
 - Repeat steps 2, 3 and above until assigned area is finished.
- The mop should never be returned from the dirty floor into the detergent solution without being placed into clean rinse water.**
 - Water from mop bucket should never be thrown on the floor in an effort to rinse the floor area. Upon completion of cleaning process squeegee any remaining water to the nearest drain.
 - According to health department regulations, soiled water from cleaning floors must be disposed of in a can wash area or janitorial sink.
 - Excessive water left on floors causes damage to the floor structure and promotes insects and pests.

Refrigerators/Freezers, Reach-in, Roll-in or Roll-thru

- Spills should be cleaned up as quickly as possible and inside of units wiped out daily.
- Clean outside, front, sides, handles, hinges, wheels and/or legs on a weekly basis unless daily cleaning is necessary. Utilize approved cleaning products with a clean cloth, rinse with clear water and dry with a clean towel. Failure to dry properly may cause water stains or streaking on stainless steel. Manufactures also suggest a mixture of baking soda and warm water or warm water and vinegar for more difficult build-up.
- Never use harsh detergents/chemicals or scouring powders when cleaning units. Never use a hose to clean or rinse out any component of a reach-in unit.
- Door gaskets should be cleaned weekly with a clean damp cloth.
- Please remember to open doors only when necessary and remove all items needed at one time. Do not leave doors open for excessive amounts of time. Each time doors are opened, cold air is lost and the motor must work harder to replace cold air.**

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EQUIPMENT MAINTENANCE (continued)

Walk-In Cooler/Freezer

- Spills should be cleaned up as quickly as possible with approved cleaning products or mild soap and water. Never use chlorine or abrasive cleaners on interior or exterior of walk-in.
- Clean outside front, handles and hinges on a weekly basis unless daily cleaning is necessary. Use approved cleaning products with a clean cloth and dry with a clean dry towel.
- The floor of walk-in should be swept and cleaned with a clean damp mop using approved cleaners and rinsed with clear water and a clean mop.
- Door sweeps and gaskets should also be cleaned on a routine basis with a mild cleaner and clean damp cloth then dried with a clean dry towel.
- **Under no circumstances should the inside of the walk-in be cleaned or rinsed with a water hose.**
- Food stored in the freezer should be maintained at 0° or below. Therefore, spills should not occur. In the event spills occur due to equipment malfunction, food should be handled according to procedures and interior of freezer cleaned in the same manner as refrigerator.

Heated Roll-Thru/Pass-Thru Units

- Spills should be cleaned as quickly as possible.
- Let hot cabinet cool down and use a clean cloth and water containing approved cleaning products.
- Never use strong detergents or gritty abrasive cleaners or cleaners containing chlorine, which may promote corrosion of stainless steel.
- Never splash controls, heating elements, interior or exterior with water or use a water hose to clean or rinse out units.
- For stubborn odor and/or spills the manufacture recommends the use of baking soda and water. (mix 1 T. baking soda to 1 pint water).
- Dry the unit inside and out to avoid streaking or water spots.
- Door gaskets should be wiped on a weekly basis with a clean damp cloth without chemicals.

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EQUIPMENT MAINTENANCE (continued)

Steam kettles, stationary/tilting – (gas or electric)

- Kettles must be cleaned every time they are used.
- Prepare a warm water and mild approved cleaner solution in kettle.
- Remove food deposits inside kettle using a nylon brush. Do not use a metal bristle brush or metal scraper to remove food as this may permanently damage the kettle's stainless steel surface.
- To loosen stubborn food, allow to soak at a low temperature setting.
- Open draw-off valve to drain the wash water.
- See [Attachment A](#) for diagram to disassemble draw-off valve.
- To clean the draw off valve remove the drain screen from bottom of kettle. Wash and rinse screen with mild cleaner in sink.
- Disassemble draw-off valve by turning valve knob counter-clockwise. In sink wash the valve stem, hex nut and knob with a nylon brush and rinse. Clean inside and rinse inside of valve body.
- Reassemble draw off valve.
- Failure to properly clean the draw-off valve will allow for bacteria to grow and contaminate freshly prepared foods.
- Rinse kettle interior and drain rinse water. Never **leave** water **in** kettle when not in use.
- To clean exterior, allow kettle to cool and using same mild cleaners wipe outside and dry with a clean towel.
- Never use a hose or splash water on any component of a kettle.

Steamer, two-compartment or counter top steamer

- Turn unit off and open compartment doors to cool prior to cleaning.
- With mild cleaner and water, wipe compartment interior, exterior, door gaskets and rinse with clean water. Dry unit with a clean cloth.
- In order to prolong the life of the door gasket, the manufacture suggests leaving compartment door(s) open when not in use.
- **Do not allow water to run into electrical controls. Never use a hose to wash or rinse a steamer.**
- Units should be descaled by maintenance on a routine basis to remove build-up of minerals.

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EQUIPMENT MAINTENANCE (continued)

Convection Ovens, single/double compartment (gas or electric)

- Turn oven off to cool
- Wipe out inside, door, top handle, legs and sides with approved cleaner, rinse with clean water and cloth and dry on a daily basis.
- Remove racks and soak in a solution of ammonia and water on a weekly basis.
- Do not allow water to run into electrical controls.

Mixer, (all sizes)

- Mixer must be in locked/off position or unplugged.
- Mixer should be cleaned thoroughly each day it is in use.
- Wipe down base with a clean damp cloth using approved cleaners.
- All attachments must be cleaned after each use.
- Wipe area inside splash guard and wire cage, saddle shaft and legs with approved cleaner rinse and dry.
- Do not allow water to run into electrical controls and never use a water hose or splash water on a mixer.

Milkboxes, (all sizes)

- Milkboxes should be cleaned on a daily basis.
- Empty milk from boxes and place under refrigeration.
- Turn milk box off and unplug.
- Clean interior and exterior with mild approved cleaner and warm water, wipe with a damp cloth, rinse with clean water and dry on a daily basis. If a stronger cleaning is needed, the manufacture suggests a mixture of ammonia and water.
- **Never use a hose inside or outside to clean or rinse out a milkbox.**
- Never use sharp objects to remove frost or ice as this will cause the loss of Freon.
- Wipe gaskets with a clean damp cloth.
- Never use abrasive cleaners.
- The condenser coils should be cleaned by maintenance on a routine basis.
- Make sure dust and debris is not swept into condenser area.
- In the event heavy ice build-up occurs, turn unit off to defrost, clean and start-up again.

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EQUIPMENT MAINTENANCE (continued)

Electric Can Openers

- The electric can opener must be cleaned every day it is in use. Not only for the obvious sanitation reasons, but also for proper operation of the rotary knife.
- If the rotary knife is not properly cleaned and free of residue, the unit will not cut evenly and it will quickly become dull.
- Referring to [Attachment B](#) follow the diagram to dismantle the knife holder, knife, shield and gear.
 1. Rotate the knife holder latch clockwise (turn toward right).
 2. Slide the knife holder toward the right.
 3. Rotate the knife holder counter/clockwise and pull upward to remove.
 4. Remove the knife with a light twist and pull off to separate from knife holder.
 5. To remove gear and shield, rotate the shield ¼ turn clockwise and pull off.
- Once all four parts are removed use a brush and approved cleaning solution to clean any build up of residue. Dry with a clean towel and re-assemble once the body of the can opener has been cleaned and sanitized.
- The knife must be kept free of nicks and should be replaced periodically to assure proper operation.
- **Improper maintenance of knife blade can cause metal slivers in food as cans are opened.**
- **Never operate the electric can opener if the shield is damaged or not in place. This can cause food particles to enter inside the can opener causing bacteria to grow if not properly cleaned.**

Manual Can Opener

- The manual can opener must be cleaned every day it is in use.
- Remove all food and can opening residues from the drive gear, the drive gear cavity, and knife using a hard bristle brush and approved cleaning product. Dry thoroughly with a clean cloth. See diagram on [Attachment C](#).
- Clean shank and base of can opener with approved cleaning product dry with clean cloth and spray with sanitizer.
- Whenever knife is not in use, coat knife with a light layer of vegetable oil to prevent rusting.

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EQUIPMENT MAINTENANCE (continued)

Electric Slicer (See [Attachment D](#) for diagram).

- The slicer knife is very sharp so use extreme caution when working near knife. As an added safety measure, please use cut-resistant glove during cleaning process.
- Slicer must be cleaned every time it is used.
- Turn off slicer and unplug power cord.
- Turn slicer thickness dial completely clockwise to closed position.
- Remove the food chute and lift knife sharpener cover by holding the knobs on the knife cover, pull up on the top spring loaded knob and lift upward to remove.
- Clean knife sharpener cover with a clean damp cloth and approved cleaner and dry with a clean cloth. Replace the knife cover by aligning the notches at the bottom of the knife cover with the knobs located at the bottom of the knife ring guard. Note: the slicer will not operate unless the knife cover is in place.
- Using a clean damp cloth with approved cleaner, carefully insert the cloth between the knife and knife ring guard working the cloth along the entire backside of knife. Note: A nylon brush may be used in lieu of cloth to clean knife ring guard.
- Carefully wash the top and bottom of knife with a clean damp cloth and approved cleaner by wiping from center of knife outward. Dry with a clean cloth and spray with sanitizer.
- Clean and wipe down the entire slicer using a clean cloth and approved cleaning solution.
- **NEVER HOSE DOWN OR POUR WATER ON ANY PART OF THE SLICER.**

For any item not listed please refer to the Cleaning Procedures furnished by the current cleaning supply/sanitation vendor. This information may be found in the Cleaning Procedures Manual – Cleaning Genie.