



Department:	Dietary Services (DT)		
Document:	Multidisciplinary Policy and Procedure		
Title:	Equipment Maintenance in Food Services		
Applies To:	All Dietary Services Staff and Bio – Medical Staff		
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1. PURPOSE:

- 1.1 To ensure best final product and quality service controlling and proper functioning of the departments equipment.

2. DEFINITONS:

- 2.1 Equipment Maintenance in Food Services – is a method of keeping dietary department properly supplied, organized and maintained.

3. POLICY:

- 3.1 Establish ways of properly controlling of all equipment is used in food production and services in Maternity and Children Hospital, Hafer Al Batin.

4. PROCEDURE:

- 4.1 The contractor is responsible for the equipment and their maintenance in the Dietary Department in Maternity and Children Hospital, Hafer Al Batin.
- 4.2 At the beginning and at the end of every shift, the location manager should carry out an inspection on all the equipment used on production line or services under supervision of equipping supervisor.
- 4.3 The inspection can be done visually for some equipment (light, vehicles, air conditioning system).
- 4.4 In cases of freezers, walk – in chiller or cold – rooms, the temperature showed by the thermometer is checked at the beginning and end of every shift (must be below 0°C – 5°C for walk – in chillers and between 180°C/200°C for freezers).
- 4.5 Other machines are also inspected to ensure their proper functioning (ovens, cooking tools, ventilation system).
- 4.6 If equipping supervisor detects any improper functioning of equipment, he/she should inform location manager through a maintenance form.
- 4.7 The Maintenance Form explains the type of the defect in equipment and the location of the equipment.
- 4.8 Fixing of the defects equipment by the maintenance technicians must not maximum three days
- 4.9 If the equipment is not fixed during this period, the contractor will be subjected to a penalty.
- 4.10 If the equipment is broken down and wouldn't be fixed, an order must be made to replace the defected equipment.

5. MATERIALS AND EQUIPMENT:

- 5.1 Refrigerator
- 5.2 Freezer

- 5.3 Cooking stoves
- 5.4 Food storage
- 5.5 Oven
- 5.6 Griller
- 5.7 Trolley
- 5.8 Sealer
- 5.9 Conveyor

6. RESPONSIBILITIES:

- 6.1 Bio – Medical Staff
- 6.2 Dietary Services Staff

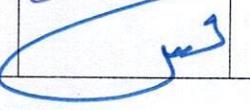
7. APPENDICES:

N/A

8. REFERENCES:

- 8.1 Medical Nutrition Therapy Book.
- 8.2 Kingdom of Saudi Arabia, General Directorate of Health Affairs (Al – JOUF), Maternity & Children's Hospital [JF - MCH], 1434.

9. APPROVALS:

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