

FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools



Subject: **EQUIPMENT REQUESTS**

PURPOSE

The purpose of this procedure is to provide the steps for requesting equipment needed for efficient food service operations.

PROCEDURE

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 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, an Outgoing Controlled Equipment form must be initiated and signed by the maintenance technician, approved vendor technician or food service administrator following guidelines listed in [Food and Nutrition Procedure F-4](#).
- B. Once it has been determined the equipment is no longer operational or repairable, the equipment should be unplugged and a signed copy of the Outgoing Controlled Equipment form should be taped to the outside of the equipment.
- C. The need for replacement (age, condition, usage, etc.) is verified through the assigned region food service coordinator and Facilities Director.
- D. The region food service coordinator should verify utility types, space requirement, and additional utility requirements etc., prior to requesting equipment replacement(s).

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- E. In order to initiate a request for equipment, a photocopy of the signed, completed Outgoing Controlled Equipment form must be sent to your region food service coordinator. Each outgoing form must have the signatures of the maintenance technician, approved vendor technician or food service administrator that evaluated the equipment and the principal/designee. **The original copies remain at the school site until the equipment is removed or replaced. Equipment will not be removed without a completed Outgoing Controlled Equipment form.**
- F. The region food service coordinator will then submit the on-line Food Service Equipment Request form to the Food Service Equipment Manager or the technology support administrator ([Attachment](#) - Cash Register Equipment Request form), along with the required documentation.
- G. Further research is conducted once the equipment request is received by the Facilities Director. The need for replacement is determined by the current condition and age of equipment and meal participation. Once approved, the procurement process for the equipment purchase is initiated.

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 online Food Service Equipment Request form:

- A. Verify the need for additional equipment (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 administrator for equipment/facilities or technological support for funding and processing.

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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. **Before** placing a work order for repair of equipment, verify warranty with the Equipment Manager at the Department of Food and Nutrition at 786-275-0430. If verified that equipment is under warranty, the Equipment Manager will arrange repair – not maintenance. **After** the warranties expire, requests for repairs are handled through procedures established by Maintenance Operations ([Refer to Food and Nutrition Procedure F-3](#)).

The food service manager should:

- A. Verify the equipment being delivered is in good condition and that all parts and attachments are included.
- B. Stamp and sign the invoice or packing slip using the **Goods and Services Received** stamp.
- C. Make two (2) copies of the signed original invoice or packing slip. Keep one copy for the Equipment File and provide one copy to the front office staff person who completes on-line receiving for the school site.
- D. It is required to mail the original signed and stamped invoice/packing slip for all equipment received to:

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

- E. File all manuals received with new equipment.

NOTES

- A. Equipment usually has a two (2) year warranty.
- B. The company that installs the new equipment removes the old equipment for disposal.

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On-Line Receiving – SAP Financial/Purchasing System

Since food service equipment is delivered directly to school sites, on-line receiving is completed by school site personnel of each individual location. On-line receiving must be completed within five (5) working days of receipt or an overdue statement is generated from the SAP Financial/Purchasing System which will result in nonpayment to vendors for goods received. The steps for receiving food service equipment on-line are the same for any other item received by individual school sites as shown below.

Enter the Employee Portal and select the following:

- A. SAP (ERP) – click
- B. Procurement tab – click
- C. Shop – click
- D. Confirm Goods/Receipts – click
 - 1. Enter purchase order number in empty box/field next to Purchase Order box (press Enter key)
 - 2. The purchase order may include multiple items. Each item/line must be received and the quantity for each item must be entered on each line - (press Enter key each for item/line received)

If assistance is needed, please refer to the Help function in the ERP System or prepare a HEAT Ticket.

For Action By: Principals, Food Service Managers and Satellite Assistants

Refer Questions to: Department of Food and Nutrition

*Revised: June 2006(5th), July 2008, July 2010, July 2012
Reviewed: June 2013*