

Maintenance Schedules

Why is maintenance important?

There are a number of reasons why both the premises structure and equipment require scheduled maintenance:

1. It ensures the effective and safe operation of equipment. For example, it is essential that equipment designed to keep food hot or cold works correctly. Faulty equipment operating at the wrong temperature can lead to growth of food poisoning bacteria.
2. It should mean that the life expectancy of the premises structure and equipment is increased. Also, the likelihood of faults and breakdowns should be reduced.
3. It will reduce the risk of direct contamination of foodstuffs during storage, preparation and cooking. For example, contamination of food from flaking wall plaster or rust particles from corroded equipment.
4. It is a legal requirement of the **Food Safety (General Food Hygiene) Regulations 1995** that food premises and equipment must be maintained in good repair and condition.
5. Smooth, sound surfaces are easier to clean than damaged ones, so cleaning and disinfection will be improved.

Why schedule maintenance of food premises?

1. By scheduling maintenance checks you will ensure equipment and structure are examined on a regular basis.
2. The **Food Safety (General Food Hygiene) Regulations 1995** require proprietors of food businesses to identify potential food hazards, decide which of these hazards need to be controlled to ensure food safety and then put into place effective control and monitoring procedures to prevent the hazards causing harm to consumers. A system to maintain and check structure and equipment will help to identify hazards which you will then be able to control.

Why have a written maintenance schedule?

1. It is an offence to sell food which is unfit, substandard or which may cause harm to the person consuming it. The principle defence available to a person accused of selling such food is one of **due diligence**. This requires them to prove they '**took all reasonable precautions and exercised all due diligence to avoid committing the offence**'. Written records would be considered extremely important when trying to establish a defence in cases where, for example, a loose nut or bolt from a badly maintained food mixer had found its way into a product.
2. It clearly demonstrates that measures are in place to control food safety hazards even though written records are not necessarily a legal requirement.
3. Having identified all the areas and equipment that require regular maintenance it provides a checklist to help ensure things are not missed.

How to set up a maintenance schedule

Please follow the easy to use step by step guide below.

Step 1

Identify all items of equipment and structure that require routine maintenance and decide on the frequency of maintenance these items will need; 1, 3 or 6 monthly.



Step 2

Record these items in the appropriate box (according to frequency of maintenance) on the **maintenance schedule checklist**. The list over the page should help to get you started.



Step 3

You are now ready to undertake your maintenance inspection. Enter the date of check in the first column and initial the second column.



Step 4

Using the Maintenance Schedule Checklist, look at the items of structure and equipment due for inspection.



Step 5

In the third column of the **Maintenance Record**, identify all details of works required.



Step 6

Once any necessary works have been completed, note what was done in the fourth column.



Step 7

The last column on the record should be signed by a responsible person (usually the supervisor) once any works required have been completed satisfactorily.



Step 8

Completed and ongoing schedules should be kept on file and used for monitoring and reviewing maintenance requirements.

Items which you may wish to include in your Maintenance Schedule
(and suggested maintenance frequencies)*

Item	Frequency
Refrigerators/freezers.....	Monthly
Chilled display units	Monthly
Chopping boards and knives/utensils	Monthly Monthly Monthly
Mixers/slicers/mincer	Monthly Monthly Monthly
Bain-maries/hotholding cupboards	3 monthly
Dishwasher	3 monthly
Wash hand basins/sinks	3 monthly
Cream/ice cream equipment	3 monthly
Cupboards/shelving	3 monthly
Worktops and tables	3 monthly
Lighting	3 monthly
Ventilation/extraction systems	3 monthly
Cookers/ovens.....	3 monthly
Griddles and grills	3 monthly
Deep fat fryers	3 monthly
Microwaves	6 monthly
Cooling racks/trays	6 monthly
Waste disposal system	
Potato rumpers and chippers	
Windows and doors	
Walls, floor and ceiling	

* Note the frequencies shown are for guidance only. It is the responsibility of the food business proprietor to determine the level of maintenance required, together with the manufacturers specifications/ recommendations

Maintenance Schedule Checklist

Items to be Checked: Monthly	
<u>Kitchen</u> Fridges 1 and 2 Dishwasher <u>Storeroom</u> Freezer	

Items to be Checked: 3 Monthly	
<u>Kitchen</u> Cooker Grill Microwave <u>Prep Room</u> Potato rumbler	

Items to be Checked: 6 Monthly

Kitchen

- Windows
- Doors
- Floor and walls

Prep Room

- Window
- Doors
- Floor and walls

Maintenance Record

Date of check	Checked by (initials)	Details of Work Required	Date and details of work done	Supervisors initials
4/11/95	PRS	Fluorescent light fitting with faulty starter switch - new starter switch required. Window adjacent to preparation table cracked and peeling - fill holes and reseal with suitable paint.	6/11/01	NJW
4/11/95	PRS	Ventilation system not working effectively - call engineer to check fault.	Engineer attended 7/11/01 system fixed	NJW