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.

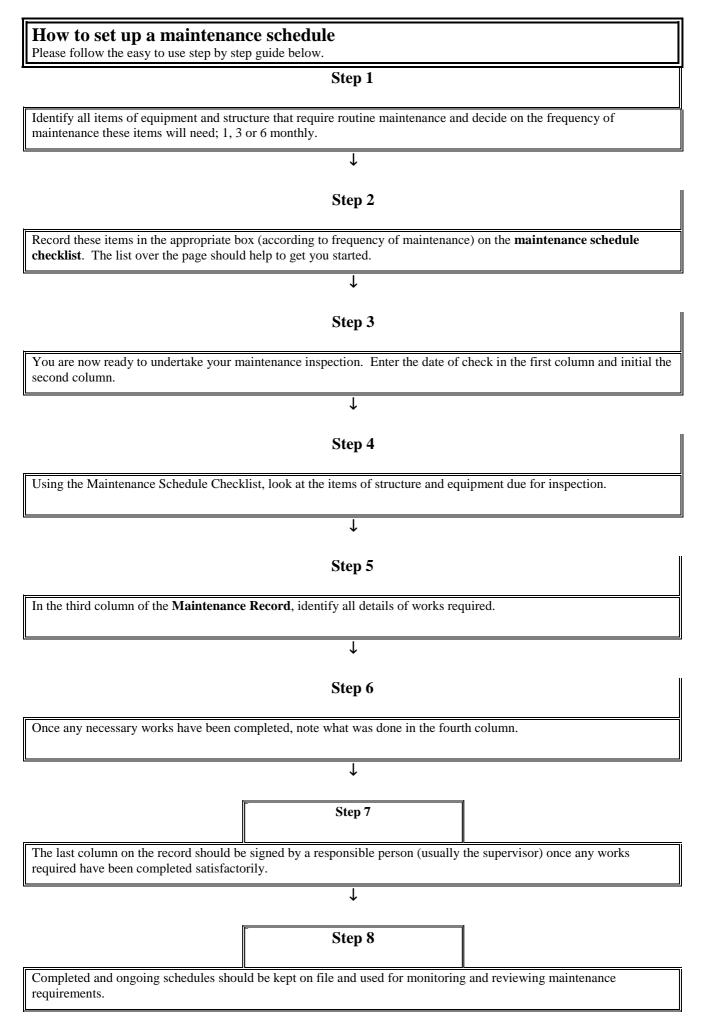
Why schedule maintenance of food premises?

- 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.

1



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

y Monthly
Monthly

* 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 Kitchen Fridges 1 and 2 Dishwasher Storeroom Freezer

Items to be Checked: 3 Monthly					
Kitchen					
Cooker Grill Microwave					
Prep Room					
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