



*State of North Carolina
Department of Public Safety
Prisons*

Chapter: M
Section: .2400
Title: Equipment
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POLICY AND PROCEDURE

.2401 GENERAL

The Director of Food and Nutrition Management is responsible for the procurement of all Food Service production equipment. Equipment is purchased based on individual facility needs considering budgetary allowances.

.2402 EQUIPMENT REQUEST FORM

Facilities needing equipment shall accurately complete the Equipment Request Form. All information shall be verified as accurate by signature of the Warden. This form includes information regarding the available gas, power, hood capacity and space at the facility. The form should be completed by the facility Food Service Manager/Supervisor and the facility maintenance. The completed form shall be forwarded to the Region Dietitian. Region requests are prioritized and forwarded to the Director of Food and Nutrition Management. Equipment will be purchased based on the assigned priority until the appropriated equipment budget is exhausted.

.2403 EQUIPMENT INVENTORY

Equipment Inventory is maintained in the Maintenance Management System (MMS). All equipment shall be entered into the MMS system. All work orders and subsequent maintenance performed on equipment shall be entered into the MMS system. The Item Cost Summary report in MMS documents the type of equipment, serial number, asset number, manufacturer, vendor, purchase date, fuel type, original cost and the status of each piece of equipment. This report includes the hours and cost of monthly internal maintenance, the hours, labor cost and parts cost of monthly external maintenance and the time the equipment spent out of operation.

A summary of the information found in MMS is available in the Food Management System (FMS) Facility Equipment Report. This report includes each piece of equipment in the Food Management Department and lists the asset and serial numbers, a description of the equipment, the manufacturer of the equipment, the operational status of the equipment, the age of the equipment, the gas used by the equipment, the purchase date and a cumulative repair cost for the equipment.

.2404 EQUIPMENT MAINTENANCE AND REPAIR

Preventive maintenance and repair of Food Management equipment is the responsibility of each facility.



Commissioner of Prisons

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Date