

Equipment Guidance for CNP Managers



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New Managers Training
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ALSDE CNP School Programs



What is Equipment?

Equipment is defined as tangible, nonexpendable personal equipment having a useful life of more than one year and a purchase cost of **\$10,000** or more per unit.

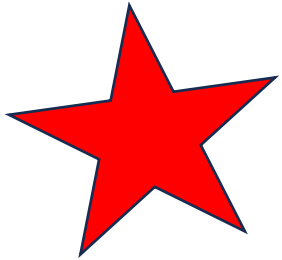


Management of Equipment

- Equipment Records- *serial #, description, location, funding source, date of purchase, cost*
- Physical Inventory
- Controls to prevent loss and or damage
- Maintenance
- Disposal

Equipment Data Plates

- Serial Number
- Manufacturer
 - Date
 - Location
- Model/Version/Series
 - Pressures/Temperatures
- Voltage
- Phase
- Amps
- Miscellaneous
 - Warnings
 - Standards
 - Certifications



Common Equipment Terminology

- **BTU**- *British Thermal Unit*- Gas Measurement
- **AHJ**- *Authority Having Jurisdiction*- Fire Inspector/Marshal
- **LPG**- *Liquid Petroleum Gas*- Primarily Propane- Requires Tank/Refills- Available anywhere
- **NG**- *Natural Gas*- Piped Into your school- Select Availability.
- **Ampacity**- Maximum current used- measured in Amps
- **Voltage**- Available “Pressure” to Push Electricity
- **Phases**- how the electrical load is distributed(Single or 3 Phase)

**HELPFUL
TIPS**

Common Equipment Terminology

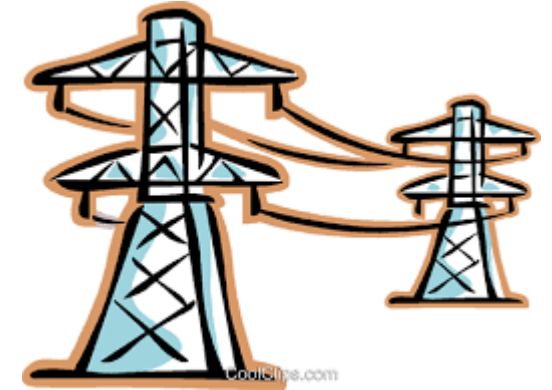
HELPFUL TIPS

- **Compressor**- pumps refrigerant between outdoor(Condense) and indoor(Evaporator) coils
- **Refrigerant**- substance that creates refrigerating effect while expanding/contracting between Evaporator and Condenser Coils
- **Coils**- tubes that refrigerant flows through
- **Evaporator/Evaporator Coil**- Picks up heat indoors
- **Condenser/ Condenser Coil**- Releases Heat into outdoor air. Refrigerant Changes from vapor to liquid
- **GPM**- Flow Rate in Gallons per Minute(GPM)
- **PM**- *Preventative Maintenance*- meant to extend equipment life and minimize costly breakdowns
- **CM**- *Corrective Maintenance*- Also Know as a Repair

Utilities in the Kitchen

Gas

- Natural (underground utility)- endless supply
- Propane(LP)- Requires a Tank/Refills
 - BTU Requirements- British Thermal Units



Electricity

- Voltage – 120, 208, 220, 240
- Phases– single-phase or three-phase



UTILITIES : Natural & Propane Gas

Pros

- Temperature Control
Speed to Heat Ratio
- Good Option for Older Kitchens
Minimal Electrical Needs

Cons

- Equipment Cost is higher on some equipment
\$\$ Consider vs. cost of electrical upgrade
- Troubleshooting/ repairs can be harder
- Propane Cost is much higher than Natural Gas

Pros & Cons



*Consult your gas company on specific availabilities in your kitchen.

Pros

- Lower initial purchase cost
- Maintenance cost is similar to gas
- More comfortable work environment produces less heat.
- Lower carbon footprint
- Ventless options requiring less hood space
NOTE: Consult your AHJ if needed

Cons

- Shorter life expectancy
- Increased operating cost
- Higher installation cost

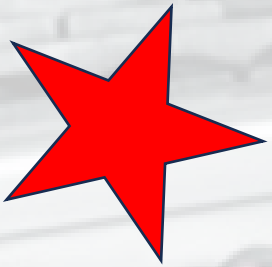
Pros & Cons



What will help increase the life of equipment?

HELPFUL TIPS

- **Create an Annual Preventative Maintenance Plan.**
- **Keep equipment clean! Create weekly and monthly cleaning schedules.**
- **Take care of equipment as needs arise.**



Preventative Maintenance

How Preventative Maintenance Helps

- Budgeting
- Life Expectancy
- Find Issues before they become problems
- Less Unplanned Outages
- Higher quality output from your equipment



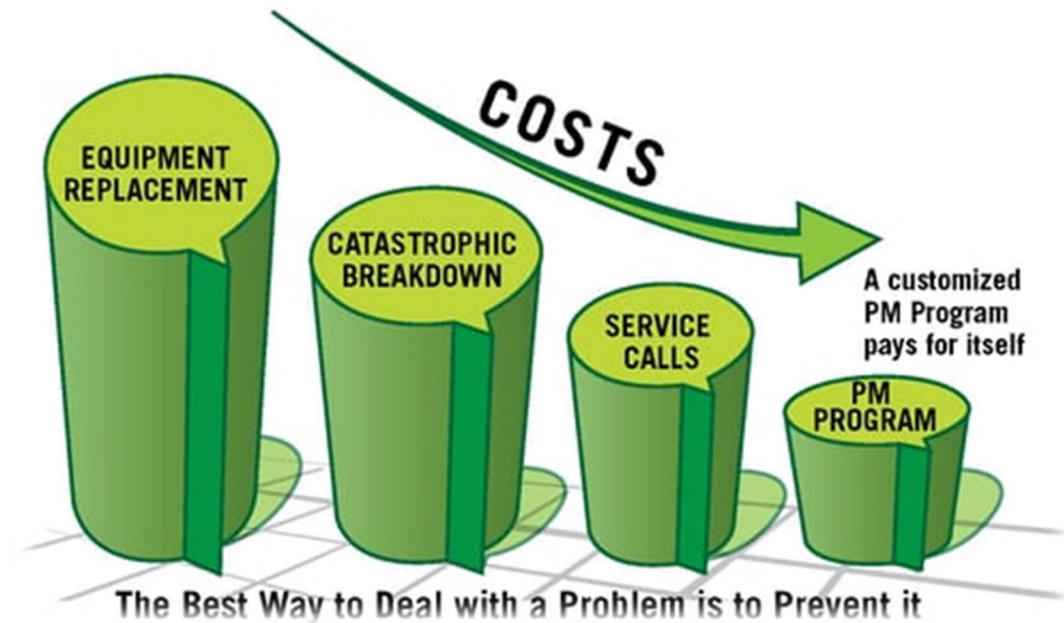
Preventative Maintenance

Customize a Preventative Maintenance Plan to be used by both the kitchen staff and a service provider.

- Include cleaning in your PM Plan.
- The PM plan should include yearly, monthly, weekly & daily needs/requirements

Suggestions to Include

- Filter Replacement
- Door Seals
- Ignitors
- Regulators
- Firmware upgrades
- Coil Cleaning
- Descaling



Preventative Maintenance

Items Possibly Requiring Preventative Maintenance



- Walk- In/Reach-In Cooler/Freezers
- Combi / Conventional Ovens
- Warmers
- Dish Washers
- Chemical Dispensers
- Stoves/Kettles/Skillets
- Mixers/Choppers/ Knives
- Disposals
- Ice Machines
- GREASE TRAPS
- Hood Systems/ Fire Suppression
- Air Conditioners & Dehumidification
- Hot Water Heaters/ Tankless Systems



Equipment / Refrigeration Monitoring

HELPFUL TIPS

- Can be used as a preventative maintenance tool.
Cooling/ humidity trends can often identify issues before failure.
- Can be built into HACCP plan for temperature automation/recording
- Saves \$\$ when equipment fails.

NOTE: Many equipment monitoring providers are on the market.

Find one that fits your needs.

Options exist with and without monthly monitoring agreements/costs.

NOTE: THINGS TO CONSIDER

It is important to become knowledgeable about each piece of equipment.



- How does it operate?
- What is it used for each day?
- Work simplification!
- Reach out to staff for input on ease of use and cleanup.



Equipment Guidance



Culinary Institute of Child Nutrition –
A division of the Institute of Child
Nutrition (theicn.org)

<https://theicn.org/cicn/>

Equipment Replacement Plans



Equipment and Small Wares

- Items will not last forever.
- Replacement cycles help prevent large unbudgeted needs.
- Repairs are often less expensive on updated equipment.
- Parts are easier to find on updated equipment.
- Small wares see a lot of use and abuse. Replacing regularly can insure your employees have what they need.

EQUIPMENT: Why does it need to be Replaced

Do you have staffing issues?

Do you want to improve your product?



Work Smarter- Not Harder

Will new equipment . . .

- Save time?
- Improve quality?
- Provide Redundancy?
- Easier to Maintain?
- Help when short staffed?
- Create Less Heat in the Kitchen?
- Safer for employees?
- Boost Morale?

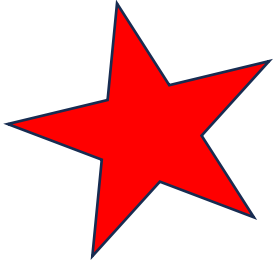
Training on New Equipment

Make sure training is included in all new purchases of cooking equipment.

- **How to safely operate the equipment**
- **Daily care and preventative maintenance**
- **What can safely be used to clean equipment**
- **Where to find additional resources**
- **Best Practices**



Most Common Equipment Mistakes



- Incorrect cleaning chemicals
- Failure to change filters

NOTE: Dirty filters are often worse than not having filters at all.

- No preventative maintenance
- Ignoring warnings and errors
- Incorrect usage

BLEACH

Both Friend and Enemy

- Bleach will rust your brand-new stainless steel.
- Bleach is a disinfectant, not a cleaner.
- Bleach reacts with and oxidizes stainless steel.
- Many commercial kitchen cleaners are as effective as bleach.
- Bleach causes pitting to metal cookware and makes it more difficult to clean.

When Bleach is Required:

- Proper dilution is key.
- Use commercial bleach that is without fragrances and dyes.
- Thoroughly rinse all surfaces after using bleach.
- Never mix bleach with other chemicals.
- Wear personal protective equipment.



Characteristics of Stainless Steel in Food Service



In Metal Gauges,
Larger Numbers = Thinner Materials



Metal Gauge No.	Fraction (inches)	Gauge Decimal (inches)	Weight (lb/foot²)	Examples
24	1/40	0.0250	0.756	Colander, cookware, steam table pans (very light duty, edges may bend when dropped)
22	1/32	0.0312	1.260	Cookware, sheet pans, steam table pans, equipment side panels
20	3/80	.0375	1.512	Sheet pans, utility carts
18	1/20	0.0500	2.016	Dishers, sheet pans, sinks, utility carts, worktable tops (very light duty; dents easily), under shelves of worktables
16	1/16	0.0625	2.520	Worktable tops (mid-range lighter duty), sinks, utility carts
14	5/64	0.0781	3.150	Equipment stands, worktable tops (heavier duty), serving line tops and tray slides, sinks

Equipment Purchasing

1) Permission to procure/purchase:

Check your budget and check with your CSFO/Superintendent.

2) Check the Pre-Approved Equipment List

3) Submit Fixed Asset Equipment Request Form for equipment over \$5,000

ONLY IF NOT ON PRE-APPROVED LIST.

4) Follow all applicable purchasing procedures/guidelines.

- Approval letters will be provided for CNP/CSFO files.
- Submit Fixed Asset Requests annually in September with budget if possible.
Fixed asset equipment request forms should still be submitted as needed if purchase is not planned and not included on the pre-approved list.

Pre-approved Equipment List



CNP CAPITAL EQUIPMENT PRE-APPROVED LIST



ALSDE has pre-approved the equipment established on the capital equipment list below. The SFA may purchase those equipment items, following competitive Federal, State, or local procurement procedures, as applicable, without submitting a request to ALSDE. **For any capital equipment expenditure of \$5,000 or more not included on the pre-approved list, please contact CNP School Programs at ALSDE for guidance.**

SFAs must consult with the local Chief School Financial Officer to determine a suitable budget for Child Nutrition. Any equipment replacements made prior to the equipment's projected end of useful life or the expiration of the warranty period, require documentation/justification for the replacement(s) if the revenues generated by CNP operations are less than the expenditures, non-federal funds must be utilized to cover those expenses, including equipment. ALSDE retains primary responsibility for determining whether a capital project expenditure is considered an allowable cost. ****Equipment that involves renovation or improvement of facilities such as: new kitchen exhaust systems/hoods and new walk-in refrigeration and freezers require ALSDE approval through submission of the Fixed Asset Equipment Purchase Request Form.**

APPROVED SCHOOL FOOD SERVICE CAPITAL EQUIPMENT

Food Preparation Equipment		Dishwasher/Sanitation/Safety Equipment	Food Serving Equipment
- Commercial Worktables - Refrigerated Prep Tables - Fruit & Vegetable Sinks	- Commercial Ranges - Ovens/ Combi Ovens - Steamers - Holding/Proofing Cabinets	- Commercial Dishwashers 3-Compartment Sinks	- Hot/Cold Serving Lines - Pass thru warmers and refrigerators. - Countertop/Drawer Warmers
Countertop Equipment: - Slicers/Choppers - Microwaves/Toasters - Blenders - Hot Water Dispensers	- Commercial Food Mixers - Char Broilers - Pizza Ovens	- Handwash Sinks - Water Heater Boosters - Dish Tables/Drain Racks, - Industrial Floor Scrubbers - Waste Disposal/Grease Traps - Floor Troughs - Washers/ Dryers (for CNP use only)	- Kiosks, Vending Machines - Breakfast Serving Carts - Dining tables & chairs.
- Commercial Kettles - Braising Skillets		**Parts for existing Kitchen Exhaust Systems/Hoods	- Refrigerated Merchandisers - Milk Coolers, - Ice Machines (for CNP use only)
Food Storage Equipment/Supplies		Packaging	General Purpose Equipment/Supplies
** Parts for Walk-in Freezers and Refrigeration	Storage racks for dry and refrigerated storage	- Tray sealers - Vacuum Packaging Systems - Shrink Wrap - Dough Presses - Muffin and Cookie depositors - Conveyer system	- Office Furnishings - HVAC systems for kitchen
- Reach in Refrigerators and Freezers Blast Chillers/Flash Freezers - Generators	Refrigeration Parts: - Compressors - Condensers		

BACKGROUND

USDA regulation 2 CFR 200.1 defines "equipment" as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser capitalization level established for financial statement purposes, \$5,000, set by State or local level regulations. 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), 2 CFR §220.439 (Equipment and other capital expenditures) require a School Food Authority (SFA) to obtain the prior written approval of its state agency before incurring the cost of a capital expenditure. On March 28, 2014, the USDA issued Policy Memorandum SP 31-2014: State Agency Prior Approval Process for School Food Authority Equipment Purchases. This policy memo allows state agencies to develop an approved list and criteria for capital expenditure purchases that are routinely purchased by the SFA. On June 2, 2016, USDA issued Policy Memorandum SP 39-2016 to include new regulation citations and continue this flexibility for State agencies.



The Alabama State Department of Education

Disposal of Surplus Equipment

- Revenue earned for disposal of Food Service Equipment must be deposited into the CNP account by cost center, if applicable.



Remember that the equipment is a fixed asset and inventory with location or disposal will be required to be maintained per the federal records requirements

