



Facility Name: _____

Department: _____

Policy No: _____

STANDARD OPERATING PROCEDURE

Facility and Equipment Maintenance

Policy: The facility and equipment will be maintained to ensure the safety of the food served to customers.

Procedure: The restaurant manager must:

1. Ensure that all handwashing sink areas are supplied with soap dispensers and disposable towels or functioning air dryers at all times.
2. Maintain toilet facilities so that they function properly and are clean.
3. Take temperatures routinely of water to ensure that hot (minimum 110°F) and cold (70°F) running water is available at all sinks.
4. Check to make sure that there is no possibility of back siphonage.
5. Check to make sure that all food waste and rubbish are stored in rodent and insect-proof containers with tight fitting lids.
6. Be sure temperatures of all cooling equipment are taken and recorded routinely to ensure proper calibration of thermometers and proper equipment operation. See Temperature Record for Freezer, Temperature Record for Freezer/Refrigerators, and Temperature Record for Refrigerator.
7. Be sure temperatures of all heating equipment are taken and recorded routinely to ensure proper functioning and thermometer calibration.
8. Record temperatures of holding equipment at least daily to ensure proper functioning and calibration.
9. Monitor the maintenance of ventilation systems, ensuring that systems are adequate and regularly cleaned according to the recommended schedule.

The restaurant manager will:

1. Assure all equipment in the restaurant is well maintained.
2. Contract with an equipment repair company to have preventive maintenance done for all equipment, including calibration of cooking equipment.
3. Log all preventative and repair work maintenance.
4. Review temperature logs to ensure that they are being done and to determine problem areas.
5. Follow up on any equipment issues or needs.
6. Maintain all facility and equipment documentation with HACCP records.

Policy last revised on: _____