



**COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY**

NO. 01 ISSUE 1
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EFFECTIVE: 07-01-10
Updated

SUBJECT:
Equipment Temperature Logs and Repairs

APPROVED: 10-20-10

BY: Ron Griffin, Director

PURPOSE

Ensure refrigeration and freezer equipment is working properly.

POLICY

Document equipment temperature on a daily basis.
Forms applicable to this policy are: Equipment Temperature Log,

REFERENCE

Head Start Performance Standards 1304.23(e)(1)

PROCEDURE

In order to monitor refrigeration and freezer equipment, sites must document the temperature on a daily basis. For the most accurate temperature readings:

1. Take the temperature at the same time every day, preferable at the start of the work day.
2. Document the reading on the Equipment Temperature Log.
3. Do not document the temperature after the doors have been opened for either a short or long period of time.
4. Refrigerators temperature should read between 35-38° F
5. Freezers temperatures should read 0° F or lower.

If freezer equipment is reading outside the normal range, action must be taken. All freezers are maintained by food vendor therefore are responsible for repairs. See equipment temperature log for contact information.

Refrigerators are PSD property. If sites are unable to reach Food Services, Site Supervisors must:

1. Contact Susan Reeder or Joe Fierro in Finance for a LV Number to initiate the repair process.
2. After a LV number has been issued, contact Gary with G&R Refrigeration at 909-984-5601 (serves the Inland Area) or Rich with All American at 909-816-0466 (serves Inland and Desert Areas)
3. Provide vendor with the LV number and briefly explain the refrigeration problem.
4. Once repair personnel arrive, ask them to give you an update on estimated costs. For any repairs that are may exceed \$300.00, additional Finance approval is required.
5. After repair, site must generate a Requisition (.003) and attach it with the repair invoice.
6. Immediately mail paperwork to Finance.

