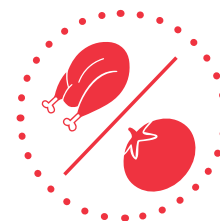
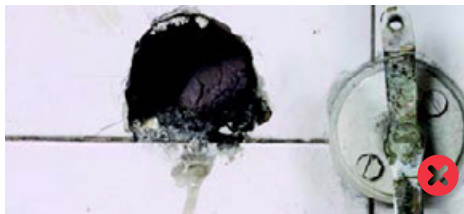


SAFE METHOD:

MAINTENANCE



Effective maintenance is essential to allow you to clean properly and keep pests out.

SAFETY POINT	WHY?
All surfaces in the kitchen should be smooth and easy to clean. Repair structural damage as soon as it happens, e.g. damp/chipped plaster, broken tiles, holes in walls or windows.	Structural damage can make your premises harder to clean. It can attract pests, dirt and allows harmful bacteria to collect there. 
Check extractor fans and filters regularly to make sure they are working properly and are free from grease and dirt.	This is to make sure the fans and filters can do their job properly.
Replace chopping boards that are scratched, pitted or scored.	Dirt and harmful bacteria can collect in any areas where the board is not smooth. 
Repair or replace any equipment or utensils that are damaged or have loose parts.	Dirt and harmful bacteria can collect in damaged equipment/utensils. Loose parts may fall into food. 
Throw away any cracked or chipped dishes and other tableware.	Dirt and harmful bacteria can collect in cracks or chips. 
Make sure your cooking, hot holding and chilling equipment is well maintained and working properly.	If it does not work properly, food may not be kept safe.
Temperature probes should be checked regularly to make sure their readings are accurate.	If your probe is not accurate, then it will not give a reliable measure of whether food is at a safe temperature. (See the 'Prove it' safe method in the Management section.) 



WHAT TO DO IF THINGS GO WRONG	HOW TO STOP THIS HAPPENING AGAIN
• If you think that equipment might not be working properly, check it straight away. Do not wait until it has broken down. Check that staff are using the equipment properly. • Look at the manufacturer's instructions to see if there is a troubleshooting section. • Contact the equipment manufacturer or your maintenance contractor, if you have one. • Use alternative equipment until the fault has been corrected.	• Make your maintenance checks more frequent. • Encourage staff to report any structural damage or problems with equipment, so you know about problems early. • Train staff again on this safe method. • Improve staff supervision.

Write down what went wrong and what you did about it in your diary.



MANAGE IT	HOW DO YOU DO THIS?
• Check your premises regularly for any structural damage or problems with equipment. • Put problems right as soon as possible, before they get worse or affect food safety. Make a note in your diary of what you do. • Put reminders in your diary of maintenance checks and make a note of any repairs you make. • It is a good idea to plan regular maintenance and servicing to keep the premises and its equipment in good condition.	Do you do this? Yes Write any details here: