

<b>DOCUMENT TYPE</b>	<input checked="" type="checkbox"/> Administrative Directive <input type="checkbox"/> Guideline	<input type="checkbox"/> Operating Procedure <input type="checkbox"/> Standard
<b>DOCUMENT ID/VERSION</b>	MO-002(1)	<b>EFFECTIVE DATE:</b> 04/01/2025
<b>APPLIES TO</b>	Facilities Development & Operations	
<b>SUBJECT</b>	<b>Maintenance Food Services Related Equipment</b>	
<b>RESPONSIBLE ADMINISTRATOR</b>	Senior Director, Maintenance and Operations	

**Purpose**

San José State University (SJSU) Facilities Development & Operations (FD&O) and food service operators require a clear definition and understanding of their respective responsibilities for the maintenance, operation, and repair of food service related equipment. This directive outlines those responsibilities to ensure effective management of food service equipment and infrastructure, minimize service disruptions, and ensure compliance with safety standards.

**Scope**

This directive applies to maintenance and repair of all food service equipment used within SJSU facilities. This directive distinguishes between equipment owned and maintained by SJSU versus equipment that is maintained by a food service operator.

**Responsibilities**

SJSU FD&O Responsibilities:

- FD&O is responsible for the operation, maintenance, and repair of all equipment that is defined as part of the building's infrastructure. Equipment that is affixed or is integrated into the building structure or utility systems as a fixture is SJSU's responsibility. FD&O is responsible for the maintenance and repair of the fans, ducting, and fire prevention equipment of the fume hoods that are permanently affixed to the building.
- FD&O will consult with equipment manufacturers to stock the frequently replaced parts for the repair and maintenance of this equipment.
- FD&O will service this equipment through in-house personnel or by hiring contractor(s) based on the availability bargaining unit employees, special skills and licensures required, whether the work can be completed within time constraints, availability of materials and costs.

Food Service Operator Responsibilities:

- Any equipment that can be ordered independently and simply connected or anchored into place including but not limited to wok burners, pizza oven, deep fryers, flat tops, ice makers, convection ovens is the responsibility of the food service operator for maintenance, operation, and repair.

- The food service operator is required to operate, maintain, and repair these items per manufacturer recommendations to ensure safe and effective operation
- Food service operators are required to coordinate with the University for any improvements for building permits and inspections.
- Food service operators are responsible for frequent and regular surface cleaning of the fume hoods and initial filters. The food service operator is responsible for preserving the fusible link that can be damaged when the hood is being cleaned.

Joint Responsibilities:

SJSU FD&O, Spartan Shops, and Food Service operators must communicate and coordinate to maintain a safe and operational food service environment. All parties are responsible for regular inspections, reporting, and documentation of repairs and maintenance to keep all equipment in working condition and comply with relevant safety and health standards.

ASSOCIATED FORMS	
<i>Name of the Form</i>	

REFERENCE DOCUMENTS	
<i>Document Title</i>	
<a href="#">List of equipment and responsibility matrix - equipment column, FD&amp;O responsibility, FSO responsibility</a>	
<a href="#">Fiscal Year End 2024-25 Deadlines</a>	

VERSION HISTORY		
<i>Version</i>	<i>Approved By</i>	<i>Revision Date</i>
(1) Original	Jim Kari, Sr. Director Maint & Ops	N/A

**FD&O's commitment to process improvement**

FD&O is committed to continuous improvement and providing facilities, development & operations services to the campus. Every Administrative Directive, Standard Operating Procedure, Guideline, and Standard accepts feedback from customers, FD&O employees, and leadership to facilitate continuous improvement.

FD&O accepts feedback continuously and conducts reviews when a particular procedure receives substantial feedback and periodic reviews.

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