

Operation and Equipment Maintenance Plan

1. Overview:

It is the policy of Auguste Escoffier School of Culinary Arts to ensure the institution maintains an adequate amount of equipment and supplies necessary for the execution of all daily lesson plans for all programs. Furthermore, the institution acknowledges the critical need to ensure that all equipment and supplies are in good working condition. It is the responsibility of the Executive Chef in coordination with the Director of Business Operations and with the approval of the Campus President to ensure that the equipment is maintained and available to fulfill program and course objectives.

The physical facilities at Auguste Escoffier School of Culinary Arts provide adequate, safe, and clean facilities with appropriate supporting utilities for classrooms, labs, offices, restrooms, meeting spaces, parking, and dry storage. Facilities are consistently inspected throughout the working day by employees and cleaning crew. Any concerns related to safety and sanitation of facility are to be communicated to the Executive Chef. Although classroom space is at a premium due to sustained growth in enrollment, it is currently adequate to support the instructional program at this time.

The institution employs City Wide Maintenance Janitorial Service to clean all bathrooms and classrooms twice a day during the week. The AESCA storeroom employees help maintain the cleanliness of the exterior of the building including the loading dock, parking lot and main walkways. Finally, the students are responsible for cleaning up their own kitchens at the end of their class period and are provided with a check off sheet to ensure consistent standards are met. The Executive Chef, Purchasing Manager, and instructors are actively involved in ensuring that buildings and grounds present a welcoming image and are aesthetically pleasing.

Students can report an area in need of cleaning to any campus employee. Employees can report an issue with the campus cleanliness to the campus President.

2. Equipment Maintenance and Procurement:

Missing Equipment:

- Instructors must report missing equipment directly to a Lead Chef Instructor **who will then report** to the Executive Chef.
- Lead Chef Instructors and/or the Executive Chef will investigate and attempt to locate the missing equipment.
- Equipment not located will be prioritized for replacement according to level of need for the equipment to fulfill course objectives and department budget.

Damaged Equipment:

- Instructors must report damaged equipment using the [Maintenance Request Form](#) from the portal.
- Information gets logged on the institution's maintenance log that is overseen by the Executive Chef.
- Email alerts notify the Executive Chef of the submission.
- Lead Chef Instructors and/or the Executive Chef will examine the damaged equipment to determine if it needs repair or replacement. At that time, a determination will be made if the equipment can continue to be safely used or if it must be taken out of use until repaired or replaced.

- If repair is needed, the Executive Chef will arrange for the repair as soon as reasonably possible based on need for the equipment to fulfill course objectives.
- If replacement is needed, the equipment will be replaced as soon as reasonably possible based on need for the equipment to fulfill course objectives and department budget.
- Equipment may need to be shared between classrooms during the interim so it is most important that damages are reported immediately.

All replacements of missing equipment or equipment that has been damaged and cannot be repaired will be prioritized according to level of need and department budget. It is the responsibility of Lead Chef Instructors to communicate any emergency repairs or replacements to the Executive Chef in order to properly prioritize such repairs or replacements.

Damages to Institutional Facilities or Equipment:

- Instructors must report damaged equipment using the [Maintenance Request Form](#) from the portal and notify a Lead Instructor.
- Information gets logged on the institution's maintenance log that is overseen by the Executive Chef.
- Email alerts notify the Executive Chef of the submission.
- Lead Chef Instructors and/or the Executive Chef will examine the damaged equipment and provide an update to the Campus President to determine next steps.
- Repair or replacement will be attended to according to priority to ensure continuity of safety and services at the institution.

Disposal of Equipment:

- Unsafe and/or damaged upon repair equipment will be disposed of properly.
- Obsolete equipment still in good working order may be sold, donated, or recycled. Unsafe and/or damaged obsolete equipment will be disposed of properly.

3. Classroom Instructional Supplies

Food Supplies:

Instructors use a variety of supplies in the classroom, including food items and non-food supplies. Food supply inventories are managed by the Executive Chef in conjunction with the Instructors. All routine orders are based on lesson plan, are authorized by the Executive Chef and placed and received by the Store Room Attendant. Emergency food supplies must be requested by a Lead Instructor and first approved by the Executive Chef prior to an order being placed.

Non-Food Supplies:

Office and classroom supplies are directly requested by Instructors from the Business Manager. In rare cases, typically those involving expensive items, Instructors may submit a request to the Executive Chef who will work in conjunction with the Business Manager to facilitate the purchase.

Lab supplies, such as flatware, tableware, or other specialty items, are directly requested by Instructors of the Executive Chef. If approved, the Executive Chef works with the Director of Business Operations and/or Store Room Attendant to procure the items.

4. Resource Center

Media Resources

Ongoing provision of media resources is managed by the Executive Chef. In the event of an outage of electronic resources such as e-Books or subscriptions, Instructors will directly notify the Executive Chef, who will identify and execute a remediation plan.

If new resources are requested, either in electronic or physical form, Instructors route the request to the Executive Chef. If approved, the Executive Chef will work to procure the resources.

Equipment

It is the joint responsibility of the Instructors and Lead Instructors to monitor the availability and performance of media equipment, such as computers, printers, TVs, and iPads. Any performance issues identified by the Instructors should be reported to the Executive Chef, who will work with the Director of Business Operations to rectify the deficiency through maintenance, repair, or replacement (as dictated by the circumstance), as soon as reasonably possible based on need for the equipment to fulfill course objectives.

In the event new equipment is requested, Instructors route the request to the Executive Chef for approval, who will then work with the Director of Business Operations to procure the necessary equipment.

5. Safety Supplies

The campus proactively arranges for an outside company to inspect, service and certify all fire suppressant systems and extinguishers are in good working condition.

First Aid Kits are also maintained in the classroom building by an outside vendor to ensure that kitchen-appropriate first aid materials are available and fresh in the event of a minor kitchen injury.

6. Maintenance and Outside Service Providers

The campus engages with outside vendors to provide certain services to maintain the cleanliness and safety of the facilities and to ensure continuous operations. As examples, janitorial services, maintenance of dishwashing equipment, preventative maintenance on stoves and refrigerators, cleaning of grease traps and kitchen hoods, help desk services (IT), copier maintenance, and general maintenance services are outsourced to qualified vendors. A current list of the Critical Vendors exists as Appendix A to this plan.

7. Applicable Federal/State/City Laws and Codes

- The school allows a third party vendor to conduct an inspection of the facilities after either to maintain compliance with local laws and codes.
- The state of Texas requires the facility have an annual fire inspection.
- The city of Austin requires:
 - Facility inspections on sprinkler system, alarm, range hoods and fire extinguishers by a licensed company approved by the Texas State Fire Marshal's Office.
 - The school's emergency evacuation and relocation plans are posted in each room.
 - Emergency numbers for fire, police and ambulance are posted neat the telephone in the office area.

- The school maintains the Material Safety Data Sheets (MSDS) for hazardous chemicals used in the program.

8. Plan Review and Distribution

Review: The plan is reviewed annually by the campus Senior Leadership Team by the end of December each year and updated as necessary.

Distribution: The plan is available to staff and students in classroom and office areas.
Appendix A

Non-Instructional Support Services

1. City Wide Cleaning – Patricia Naus-512.672.5600-c512.903.0667 pnaus@gocitywide.com
2. Matafications General Contracting – Bobby Mata – 512.484.0455
3. Alcon DTS (IT)-512.892.6900 helpdesk@alcondts.com
4. Telco Data (Phone System) – 512.977.0505
5. Chase A/C- Jose Turcios- 512.845.1604
6. Johnson Control & Tyco Integrated Security – 800.289.2647
7. Time Warner Cable (Network) – 866.519.1263
8. TPX Communication (Phone line) – 855.896.7662
9. Xerox(Copiers) – 512.836.2100
10. Latipac Property Management Inc. - 512.633.2825
11. CampusVue – 800.483.9106
12. Cintas – 800.364.8157
13. EcoLab (Pest) – 800.325.1671
14. Wastewater Transport (Grease Trap) – 512.973.8484
15. Alliance Safety & Fire Protection – 512.966.4488
16. Ecology Action of Texas (Recycle) – 814.404.7164
17. City of Austin (Electric & Water Service) – 512.322.9100
18. Brothers Power Washing (Hood Cleaning) – 254.780.7488
19. Culligan (Water Filters) – 512.339.2378
20. Pureforce (Dish & Chemical) – 512.565.0415
21. Commercial Kitchen – 512.454.8544
22. Texas Gas Service – 800.959.53250
23. Iron Mountain – 800.934.3453
24. RotoRooter-512.448.9609
25. Production Services (hood Repair)-512.762.1331
26. Waste Management(Trash)- 800.800.5804
27. Balcones Recycling – 512.472.3355



28. Leading Edge Personnel – 512.231.1888

29. All Team Staffing (Dishwashers) – 210.504.4792