SERVICE WORK SHEET

11-3.

20 Fax: 01273 419106

www.catercraft.com

Site Name & Address	Contact No./ Customer Order.	Job No. 155506
Staying Centre Staying.	Client Invoice Name & Address Atmospheric test Results: CO: 0ppm CO_2: 1952ppm	

Contact:-

Fault Reported:

Planned Maintenance (Catering)

	Make	Model	Serial No.	Asset No.

Fault Code:

Work Carried Out: Service complete. Gas safety certificate issued. Warning notice issued, install at risk.

	Chargeable	Estimate	Maintenance	Policy/ Warranty
MATS.				
LAB.				
Visit Date:	9/5/17			
Time Arrive:	9.000			
Time Depart:	12.000			
Hours On Site:	3			
Travel Time:	—			
Miles:				

Action Code:

Parts Description	Part No.	Qty Fitted	Qty Req.	Unit Price £	Unit Price p	Contract Total Price £	Contract Total Price p	Customer Total Price £	Customer Total Price p

Job Complete	✓	Estimate Req.		Parts Ordered		Inv. No.	

		Total Parts	:
		Labour Hrs @ -	:
		Miles @	:
		Sub Total	:
		% VAT	:
		TOTAL	:

Engineers Sig: P. R

The above work completed satisfactorily

Customer Sig: H M Nolby

Print Name: H M Nolby

SERVICE WORK SHEET

11.3

19106

Site Name & Address	Contact No./ Customer Order.	Job No. 156180
Steying Centre Steying	Client Invoice Name & Address	

Contact:-

Fault Reported:

Dishwasher leaking

Make	CLASSIC
Model	
Serial No.	
Asset No.	

Fault Code:

Work Carried Out

Trace leak to rear connection on rinse hose union. Trim hose and re-fit, test ok.

Note: Hoses/gaskets etc fitted all over machine.

	Chargeable	Estimate	Maintenance	Policy/ Warranty
MATS.				
LAB.				
Visit Date:	19/5/17			
Time Arrive:	830			
Time Depart:	900			
Hours On Site:	1/2			
Travel Time:	1/2			
Miles:				

Action Code:

Parts Description	Part No.	Qty Fitted	Qty Req.	Unit Price £	Unit Price p	Contract Total Price £	Contract Total Price p	Customer Total Price £	Customer Total Price p

Job Complete	✓	Estimate Req.		Parts Ordered		Inv. No.	

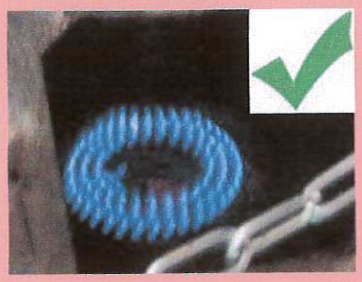
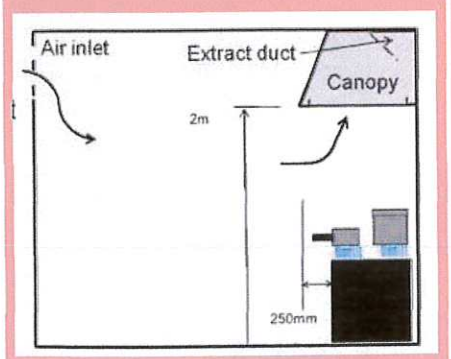
Engineers Sig: P R

The above work completed satisfactorily

Customer Sig: H M Roxby

Print Name: H M Roxby

Total Parts	:
Labour Hrs @	:
Miles @	:
Sub Total	:
% VAT	:
TOTAL	:

Safety Point	Why?	What do you do?
Flame supervision		
The gas flame should be blue. Some equipment is designed to have a yellow flame but you must check the manufacturer's instructions to confirm this.  Most equipment now has inbuilt ignition and pilot light systems. However if these fail or are not available then you may need to manually light using a taper or appropriate gas igniters. Never use paper or matches.	A yellow flame means there is not enough oxygen and your ventilation may not be effective. It may also be caused by a build up of debris on your cooker rings.  The manual ignition of gas fired catering equipment has led to a number of minor injuries and some major burn injuries to hands and faces.	How do you ignite your ovens and burners? If you have different methods for each piece of equipment, then please note method for each.
All new ovens are fitted with flame supervision devices and should be CE marked. When installing second hand ovens and other equipment such as steamers, these should be provided with flame supervision devices and upgraded gas controls. The manufacturer's installation instructions must also be provided.	It is a legal requirement.	Is your equipment fitted with a flame failure device? Yes ☐ No ☐ Not sure ☐ If 'No' or 'Not sure', then you must ask your gas engineer to check your equipment and upgrade it to meet the legal requirements.
Ventilation		
There should be sufficient canopy hoods for all appliances and other sources generating fumes and heat. The canopy should be at least 2m from the floor and should extend at least 250mm beyond the edge of the equipment.  	The Canopy hood needs to be designed and operated to ensure the effective removal of cooking fumes. It will need to be of a suitable size and have sufficient extraction to minimise fume spillage into the kitchen.	Do you have a canopy/s? Yes ☐ No ☐ If Yes, please mark these on the plan on the last page with the appliances they serve.

11.3

HSE information sheet

HSE Health & Safety Executive

Ventilation of kitchens in catering establishments

Catering Sheet No 10

Introduction

This guidance provides the information a caterer will need to assess whether existing ventilation installations are adequate, as well as guiding caterers and building owners when planning a new or refurbished kitchen. It advises on management as well as design and performance issues, specific to catering.

The importance of kitchen ventilation

The Health and Safety in Catering Liaison Committee considers the lack of adequate kitchen ventilation to be a major problem in catering. Based on their widespread experience of kitchens, and industry surveys, around 65% of kitchens may have inadequate ventilation. It considers that adequate ventilation is fundamental to achieving control of health and safety risks in kitchens as well as general hygiene control and food safety. Until now no suitable guidance has been available; hence the Committee considers this information sheet to contain some of the most important guidance it has produced.

This guidance is particularly important when using gas-fired appliances because of the risks from incomplete combustion and inadequate flueing, but most aspects also apply when other energy sources are used.

Ventilation objectives

Catering brings an exceptional concentration of heat and fumes into a small area. There are particular objectives which the ventilation has to achieve. Problems occur all too often in catering because these objectives are not met . The objectives include the following:

- The general ventilation through the kitchen has to introduce sufficient clean, cool air and remove excess hot air for the occupants to breathe adequately and remain comfortable. The stressful working conditions caused if this is not achieved can contribute to safe systems of work not being followed, as well as high staff turnover.
- The general ventilation has to provide sufficient air for complete combustion at burning appliances, otherwise chronic debilitating carbon monoxide poisoning could occur.
- The general and local ventilation has to dilute and remove products of combustion from gas and oil-fired appliances.
- The general and local ventilation has to dilute and remove odours, vapours and steam from the cooking processes. Local ventilation has to protect against particular hazards to health arising from some cooking fumes, such as those involving direct application of heat to the food.
- The local ventilation has to be capable of being kept clean from fat residues to avoid loss of efficiency and fire risks.
- The system has to be quiet and vibration free and have clean incoming air which is neither too hot nor too cold for the staff to keep it switched on.

Overall, the caterer has to match the ventilation to the cooking load, to the amount of equipment used and to the numbers of staff and customers. The caterer and installer have to know how to utilise the information on ventilation requirements which suppliers now have to give with new gas appliances.

Features of an effective kitchen ventilation system

Existing systems should be assessed and new systems planned to meet these ventilation objectives. The guidance given below indicates the design features and criteria which have been found suitable and effective in catering kitchens.

Canopies: design

Air needs to be removed at a constant rate from cooking and subsidiary areas, to take away combustion fumes and cooking odours as close to source as possible.

It is advisable that the bulk of extraction from the kitchen is via hoods above gas-fired and all other appliances capable of generating heat, water vapour, fumes and odours.

The plan dimension of the canopy is recommended to exceed the plan area of cooking appliances. An overhang of 250-300 mm all round for island canopies is normally adequate. Wall-mounted canopies normally have a front overhang of 250 mm at the front and 150 mm at the ends. Greater overhangs may be required at some appliances. Canopies should not be so low as to form an obstruction.

Canopies and ductwork need to be constructed from non-combustible material and fabricated so as not to encourage accumulations of dirt or grease, nor allow

ation to drip from the canopy. The ductwork
itable access for cleaning and grease filters need
dily removable for cleaning/replacement.
ce will indicate how frequently cleaning is

gn and performance of canopies need to be
in removing cooking fumes from source and, as
ssible, preventing them from passing through
hing zone of the cook.

s: performance

unt of air to extract via the canopies is best
d from the information supplied with the
es within the kitchen, and not by simply using
dvice on air changes alone. For example,
locities over the hood face specified for
items can be added up to give the total air
t.

e ventilation requirements of cooking
t are not available, an approximate air flow
es per second (L/S) can be calculated from the
size and the following minimum hood face
0.25 m/s, for light; 0.4 m/s for medium and
r heavy duty cooking.

n rates are best specified as air velocities into
y rather than standard air changes per hour.
nopies are not used (eg ventilated ceilings)
tion rates needed can be calculated by a
t designer taking account of room sizes and
As a guide, a ventilation rate of not less than
er square metre of floor area and not less
r changes per hour (ACH) is advisable. A
l figure (eg 10) may be needed to avoid
from draughts where the kitchen is
l into separate rooms (eg wash-ups,
preparations).

ent air

ce that extracted and used by combustion
e replaced. Typically 85% of the total air
supplied by a mechanical ventilation system
ith 15% make up air drawn from adjoining

gement keeps the kitchen under negative
prevent escape of cooking odours.

kitchens sufficient replacement air may be
turally via ventilation grilles in walls, doors or

However, for larger installations this would require a grille so large that a mechanical system using a fan and filter would be more suitable.

The air needs to be drawn from an adjacent area where it is clean. Where smoking is allowed (eg in an adjoining dining room) it is advisable not to draw this air into the kitchen as make up air.

Where make up air is drawn via serving hatches or counters it is recommended the air velocities do not exceed 0.25 m/s to avoid complaints of draughts. However, higher velocities may be tolerated or desirable at hot serving counters. The incoming air from the ventilation system needs to be arranged so as not to adversely affect the performance of the flue at any open flued gas appliances.

The make up air can be drawn in through permanent grilles, but they need to allow for between 1.0 and 1.5 m/s air flow velocity.

Cooling air

The effective balancing of incoming and extracted air, together with removal at source of hot vapours as above should help prevent the kitchen becoming too hot. The replacement air inlets from any mechanical ventilation systems can be positioned to provide cooling air over hot work positions.

If this is still not enough, some form of overhead air outlet discharging cool air or air conditioning may be required.

Local freestanding fans are not recommended. They may spread micro-organisms or set up air currents or turbulence affecting the efficiency of the designed ventilation systems. They also introduce other hazards such as tripping and electric shock hazards from the trailing cable. As part of a balanced ventilation system fans fixed to the structure could be considered.

Discharge

High level discharge of extracted air with discharge velocities of about 15 m/s are often needed to prevent nuisance to neighbouring properties. 'Chinaman's hats' on discharge stacks are not recommended as they encourage down draught and re entry of fumes into the building.

New ventilation systems

The Caterer

Action 139.7
11.5

ert - Steyning Parish Council

18 May 2017 11:35

Re: Request for quotation

etro3 closer will do the job as they have adjustable closing speed and latching speed adjustment it slamming in the wind or trapping fingers! £32.00 + VAT
w.lockandkey.co.uk/p/retro3/union-retro-3-size-3-overhead-closer/

er – you can just swap the existing rim cylinder for one with a protected/patented code key, 28.00 + VAT with 2 keys included and they will be registered to you, extra keys are £6.65 + VAT ered with the cylinder and you can order more when needed provided the registered ganisation' is making the order.

rds

53 79

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ssa Eckert - Steyning Parish Council
rsday, May 18, 2017 10:03 AM
ockandkey.co.uk
RE: Request for quotation

11-4 Premises

Hazel Roxby

From:
Sent:
To:
Subject: Carry forward items for premises committee

Dear Hazel

Please can you ensure the email below is one of the supporting papers for the first Premises meeting on 6th June. Unfortunately I shall not be at the meeting (please give my apologies as we are away) but as you know this is a long discussed item for the large disabled toilet in the High Street. The Radar toilet key scheme is operated nationwide and disabled people have a special key that fits a standard RADAR lock. There used to be a Radar lock on that toilet when it was previously owned by HDC. It would have to be fitted at least 1m from the floor. There is a choice- we could either fit the radar lock in place of the existing lock, which would not be as secure as the existing lock but would mean the diabled have access 24/7 or we retain the existing lock as well for use say overnight but then what is the point of the Radar key? I hope Brian will be at the meeting as he personally has a RADAR key I believe, and he would be best placed to advise on the security of the toilet v. accessibility issue.

The other b/f item regards the changing room. I know Tess has got quotes for a self-closing door and security key system (which cannot be copied without our knowledge) which needs to be circulated with the supporting papers. Obviously anything c/f from The Steyning Centre committee also needs adding as well as a matter arising. For information, the club leases on the MPF are apparently due for renewal over the coming months as whilst F&GP will have overall responsibility for lease renewal Premises needs to be involved with the inspection of the buildings to identify any works needed .

Kind regards

---------- Forwarded message ----------
From:
Date: 26 April 2017 at 12:20
Subject: At last- detailed info on Radar toilet lock
To:

Dear Hazel and Phil

I have finally got to the bottom of the Radar lock and National Key Scheme- it is now operated by a charity called Disability Rights UK. The locks are supplied by Nicholls and Clarke Ltd (0208 586 4600) and cost £142.70 plus VAT. They will send out a pro-forma invoice and accept a cheque. They say they can be fitted by any competent carpenter.

Once the lock is in place we need to email chelsey.french@disabilityrightsuk.org who will add us to the regional list they publish of toilets with a RADAR lock.

I think this can now be passed to whoever becomes the chair of the new premises committee for a decision.

Kind regards

Union Retro 3 Size 3 Overhead Closer

Click here to email this image

Union Retro 3 Size 3 Overhead Closer

Exc VAT from: £32.00

Inc VAT from: £38.40

Size:

- Length - 250mm
- Height - 48mm

Projection - 58mm

peration:

Adjustable closing speed - Yes

Adjustable latch action - Yes

Delayed action - No

Backcheck - No

otes:

Handed - No

Fire tested EN1634

Maximum door weight - 60kg

Maximum door width - 950mm

Strength - Fixed size 3

Applications - Fig 1,Fig 61 and Fig 66

Tested to BS EN1154

CE Marked

Same footprint as Briton 2003

ackaging:

n/a

ading

lated Products

ere are no related products setup for this product.

art Number	Description	Finish	Exc VAT	Inc VAT	Qty	Add
ETRO3	Door closer	Silver	£32.00	**£38.40**	- +	Add

lated Products

ere are no related products setup for this product.

ecently Viewed