

## CHAPTER 11

# EQUIPMENT REPLACEMENT

### GENERAL

AR 30-1, Chapter 5 and AR 30-18, Chapter 4 detail the requirements for maintenance of the dining facility and TISA equipment replacement programs. The FSS, TISO, or contractor is responsible for ensuring that all required food service equipment authorized is on hand or on order. Also, he must ensure that the equipment works properly and identify funds for replacement in the budget as the equipment becomes uneconomically repairable. The DA Form 3988-R is used to track and project funds for equipment replacement in the dining facility. The DA Form 7170-R is used for the same purpose in TISAs. All food service equipment must meet the standards of NSF International. TB MED 530 identifies how this is done.

### FORMS COMPLETION

DA Form 3988-R and DA Form 7170-R must be prepared accurately to ensure that an audit trail is complete and to help determine when equipment is to be scheduled for replacement. Some areas to remember when using DA Form 3988-R or DA Form 7170-R are discussed below.

#### Complete the Form

List all electrical, nonelectrical, mechanical, and nonmechanical equipment requiring engineer support on the appropriate form. It is not necessary, however, to include dining room furniture such as chairs, tables, and draperies or decor items. A separate form may be maintained to help track dining room furniture and decor item replacement. AR 30-1 gives instructions on how to complete DA Form 3988-R for dining facilities and AR 30-18 provides instructions for DA Form 7170-R for TISAs.

After completion, the original and three copies of the DA Form 3988-R should be sent to the FA.

The fourth copy should be retained by the FSS in the facility. When a signed copy of the form is returned from the FA, the interim copy can be discarded by the FSS.

The DA Form 7170-R is prepared in three copies. The TISO provides a copy to--

USAQMC&S

ATTN: ATSM-CES-OE

Fort Lee, VA 23801-5041

The TISO also provides one copy to DEH, and retains one copy at the TISA.

#### Describe the Equipment

It is extremely important that the description of the equipment be accurate. This will ensure accurate data for the budget request and availability of funds for the acquisition of dining facility or TISA equipment, including decor items. Also, it will give the supporting engineers essential data to use in removal and installation of equipment and for ordering repair parts.

#### Forms Consolidation

The FA consolidates all DA Forms 3988-R from his subordinate units into one equipment replacement list. The USAQMC&S, ACES will consolidate all requested requirements for TISAs. Accurate data on the DA Form 3988-R or DA Form 7170-R is vital in forecasting equipment requirements and submitting the annual budget request for OMA and OPA funds.

### OPERATION

The DEH is responsible, upon request, for the initial, formal training of personnel on operation and operator maintenance of all newly installed FSE. The FA and TISO are responsible for follow-on training of equipment operators. Equipment

must be inspected periodically to ensure that it is being properly used and maintained.

### **MAINTENANCE**

Normally, maintenance for dining facility or TISA equipment is requested through the DEH. When equipment needs repair, the FSS, TISO, or contractor reports it to the DEH. A record of the report is kept on a DA Form 2405. The DA Form 2405 is easy to complete and aids in work order follow-up and in determining early replacement requirements. Guidance for completing the form is in DA Pamphlet 738-750. Responsibilities are described below.

#### **DEH Personnel**

DEH personnel are responsible for moving, installing, calibrating, and repairing all FSE. Also, they are responsible for certifying that space, utilities, and funds are available for installation and maintenance of each piece of equipment before it can be requisitioned.

#### **Equipment Users**

Dining facility and TISA personnel are responsible for maintaining the DA Form 3988-R, DA Form 7170-R, and DA Form 2405. They also must maintain a file of the manufacturer's operating manuals for all equipment. When a piece of

equipment arrives, it should contain two operator's manuals. The FSS, TISO, or contractor keeps one copy in his files and gives the other copy to the DEH. AR 30-1, Chapter 5, gives information on what to do if you need operator's manuals. The same information for the TISO is in AR 30-18, Chapter 4.

### **DEFECTIVE NEW EQUIPMENT**

When equipment does not work properly the FSS, TISO, or contractor must complete an SF 368. Guidance for completion of the QDR can be found in AR 30-1, AR 30-18, AR 702-7, AR 702-7-1, and DA Pamphlet 738-750. The QDR is used for the following:

- To get disposition instructions for credit, replacement, or repair of defective equipment.
- To stop repeat shipments of defective equipment.
- To get corrective action.
- To improve equipment performance and maintenance.

### **ORDERING**

Before ordering equipment, check the appropriate CTA 50-909 or CTA 50-970. Once authorization has been established, obtain the required certification from the DEH, as stated above, prior to submitting your requisition.