

4. HOUSE RULES MAINTENANCE

The House Rules Section contains 9 sub-sections each of which covers a particular subject of food safety management.

Every House Rule sub-section begins with guidance and then provides advice on how to write your own House Rules.

A template is then provided for use when writing the House Rules.

Your House Rules should reflect your current safe working practices on the 9 food safety subject areas covered in this manual.

WHAT YOU NEED TO DO

- Read the guidance provided at the beginning of this sub-section
- Draw up your own House Rules describing how you intend to manage maintenance in your business
- Once you have completed all your House Rules, remember to update your Action Plan

Think about the maintenance practices that you already have in place. It is possible that you will simply have to write these down to produce your Maintenance House Rules.

THE MAINTENANCE HOUSE RULES ARE AN ESSENTIAL COMPONENT OF YOUR HACCP BASED SYSTEM AND MUST BE KEPT UP TO DATE AT ALL TIMES



RELEVANT HACCP CHARTS: All HACCP Charts

MAINTENANCE HOUSE RULES

Why is Maintenance of the premises, equipment and utensils important?

Maintenance is important because lack of adequate maintenance of the structure of the premises, equipment and utensils can result in the following :

- Pests may enter the premises and defective drains may also permit access (refer to the **Pest Control House Rules** in this manual)
- Cleaning can become more difficult and may result in a build up of food debris (refer to the **Cleaning House Rules** in this manual)
- Crockery, cutlery and containers may become badly worn, broken or unable to be effectively cleaned and disinfected
- Some utensils and equipment such as glassware may present a risk of physical contamination when cracked or broken
- Defective and poorly maintained equipment, fixtures and fittings can result in the physical contamination of food
- Defective or poorly maintained equipment, such as refrigerators, freezers and cooking equipment could result in inadequate temperature control, which could, for example, in the case of cooking equipment, cause the failure to cook or reheat food to the correct temperature

What needs to be maintained?

Premises Structure

- All internal surfaces must be smooth, impervious, easy to clean and in a good state of repair
- To prevent the entry of pests, the floors, walls, roof, doors and window openings must be kept in a good state of repair with no gaps or spaces (refer to the **Pest Control House Rules** in this manual)
- Maintaining the structure in good repair makes it easier to effectively clean the premises (refer to the **Cleaning House Rules** in this manual)
- Ceilings in food preparation areas must be maintained to permit effective cleaning (refer to the **Cleaning House Rules** in this manual)
- Drains should be kept free of leaks and blockages

Equipment

- All food contact surfaces, utensils and equipment must be maintained in good condition to enable effective cleaning and disinfection, and to prevent the build up of debris
- Broken or defective light bulbs, tubes and fittings should be replaced promptly
- Certain equipment may require to be serviced at regular intervals, for example, cooking equipment, refrigerators and freezers, dishwashers and ventilation systems/ducting. It is recommended that records of servicing be kept as part of your HACCP based system documentation.

WHAT YOU NEED TO DO NOW

To effectively manage the Maintenance part of your HACCP based system and using the information in this sub-section for guidance, go to the next page and write a list of House Rules covering Maintenance in your business.

Here is an example of how you could write your House Rules :

Maintenance House Rules	
Describe: • Control Measures and Critical Limits (where applicable) • Monitoring including frequency	
Premises Structure	- <i>Weekly walk around both the interior and exterior of the premises to check the structure is in a good state of repair</i>

Monitoring

Once you have completed your House Rules for Maintenance, you must then monitor their use. Keep a record of the monitoring you carry out. This can be done by using the **Weekly Record** (refer to the **Records** Section in this manual).

Corrective Action

If you find that your Maintenance House Rules are not being followed, you must make a record of the problem identified and the action you have taken to correct it. This information can also be entered in the **Weekly Record**.

The training given in Maintenance should be recorded on the training record. An example of a training record can be found in the **Training House Rules** sub-section of this manual.

It is required that all records of monitoring and any corrective action(s) taken and equipment servicing be kept for an appropriate period of time, to demonstrate that your HACCP based system is working effectively.

Action Plan

Once you have completed all your House Rules, remember to update your Action Plan.

The Maintenance House Rules are an essential component of your HACCP based system and must be kept up to date at all times. Your House Rules need to be written to accurately reflect how you run your business and be readily understood by all of your food handling staff.

MAINTENANCE HOUSE RULES

Enter a statement of your **Maintenance House Rules** in the table below :

Maintenance House Rules Describe: • Control Measures and Critical Limits (where applicable) • Monitoring including frequency	
Delivery Vehicles	
Premises Structure: <ul style="list-style-type: none"> • General • Walls • Floor • Ceiling • Drains 	
Light Fittings/Covers	
Work Surfaces	
Equipment/Utensils (list main items of equipment)	
Ventilation System, Canopy, Grease Filters	
Monitoring/checking or any other appropriate records used by your business	<ul style="list-style-type: none"> • Weekly Record

Signed Position in the business Date

The Maintenance House Rules are an essential component of your HACCP based system and must be kept up to date at all times.