Edvocate
school support solutions

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WAYLAND SCHOOL DISTRICT
FOOD SERVICE PERFORMANCE MEASUREMENT

About the Food Service Performance Index:

This performance evaluation tool is for the use of Edvocate, Inc.   Each item within a category identifies critical points for evaluation.

The categories are: Organization and Culture; Food Service Leadership; Business Planning; Staffing; Food Production and Control; Procurement; Marketing - Advertising and Merchandising at POS; Nutrition - Taste/Education/Wellness; Training - Food Service Leadership and Food Service Staff - Site Staff; Safety; MIS/IT - "Back of the House" / "Front of the House" and Equipment.

The following define the rating scale:
1 - Unsatisfactory…means some element of the operation is failing and requires immediate change.
2 - Needs Improvement…while not failing, this element is below average.
3 - Acceptable…average, at industry standard.
4 - Above Average…above average performance
5 - Best Practice…performance that meets or exceeds the industry's highest performance levels.

WAYLAND SCHOOL DISTRICT
FOOD SERVICE PERFORMANCE INDEX
Score, Rank and Rating Summary
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Category	Total Possible Score	Total Realized Score	Percentage of Score Achieved	Category Ranking	Rating
A. Organization and Culture	50	22.0	44.00%	12	Needs Improvement
B.1. Food Service Leadership - Director(s)	40	22.0	55.00%	9	Acceptable
B.2. Food Service Leadership - Supervisor(s)	50	29.0	58.00%	7	Acceptable
C. Business Planning	140	45.0	32.14%	13	Needs Improvement
D. Staffing	30	22.0	73.33%	2	Above Average
E. Food Production and Control	95	64.0	67.37%	3	Acceptable
F. Procurement	90	58.0	64.44%	4	Acceptable
G. Marketing	115	67.0	58.26%	6	Acceptable
H. Nutrition - Taste/Education/Wellness	55	35.0	63.64%	5	Acceptable
I. Training	100	56.0	56.00%	8	Acceptable
J. Safety	110	81.0	73.64%	1	Above Average
K. MIS/IT	85	44.0	51.76%	10	Acceptable
L. Equipment	40	18.0	45.00%	11	Needs Improvement
Total Score and Rating	**1000**	**563.0**	**56.30%**		**Acceptable**

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WAYLAND SCHOOL DISTRICT FOOD SERVICE PERFORMANCE INDEX							
Scoring Matrix							
Category		Items	Score Range	Unsatisfactory	Needs Improvement	Acceptable	Above Average	Best Practice
A.	Organization and Culture	10	10 to 50	10 to 14	15 to 24	25 to 34	35 to 44	45 to 50
B.1.	Food Service Leadership - Director(s)	8	8 to 40	8 to 12	13 to 20	21 to 28	29 to 36	37 to 40
B.2.	Food Service Leadership - Supervisor(s)	10	10 to 50	10 to 14	15 to 24	25 to 34	35 to 44	45 to 50
C.	Business Planning	28	28 to 140	28 to 41	42 to 69	70 to 97	98 to 125	126 to 140
D.	Staffing	6	6 to 30	6 to 9	10 to 15	16 to 21	22 to 27	28 to 30
E.	Food Production and Control	19	19 to 95	19 to 28	29 to 47	48 to 66	67 to 85	86 to 95
F.	Procurement	18	18 to 90	18 to 26	27 to 44	45 to 62	63 to 80	81 to 90
G.	Marketing	23	23 to 115	23 to 34	35 to 57	58 to 80	81 to 103	104 to 115
H.	Nutrition - Taste/Education/Wellness	11	11 to 55	11 to 16	17 to 27	28 to 38	39 to 49	50 to 55
I.	Training	20	20 to 100	20 to 29	30 to 49	50 to 69	70 to 89	90 to 100
J.	Safety	22	22 to 110	22 to 32	33 to 54	55 to 76	77 to 98	99 to 110
K.	MIS/IT	17	17 to 85	17 to 25	26 to 42	43 to 59	60 to 76	77 to 85
L.	Equipment	8	8 to 40	8 to 12	13 to 20	21 to 28	29 to 36	37 to 40
	Total Score and Rating	**200**	**200 to 1000**	**200 to 299**	**300 to 499**	**500 to 699**	**700 to 899**	**900 to 1000**

WAYLAND SCHOOL DISTRICT
FOOD SERVICE PERFORMANCE INDEX

Scoring: 5 - Best Practice, 4 - Above Average, 3 - Acceptable, 2 - Needs Improvement, 1 - Unsatisfactory

A. ORGANIZATION AND CULTURE
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		Score
1.	The organization's vision, mission and requirements for success include food service as a top priority.	2.0
2.	The district's senior management is visible and actively involved in continuous food service improvement and excellence.	2.0
3.	The district's senior management is accessible to and has routine contact with food service leadership staff.	3.0
4.	The organization's strategy and plan for total operations success is known to all in food service and includes a strategy for food service improvement.	2.0
5.	Food service leadership is kept well informed of district business conditions, strategies and long-range plans.	2.0
6.	Food service priorities for short and long-term continuous improvements are established and supported by all internal stakeholders.	2.0
7.	The district's senior management is providing sufficient resources (time, staffing, dollars, etc.) to support continuous food service improvement.	2.0
8.	Long-term commitments have been made to continuous food service improvements rather than short-term compromises and quick fixes.	2.0
9.	The food service organization's culture results in innovation, pride, trust and an obvious spirit of continuous improvement.	2.0
10.	Open communication exists within food service to ensure inter-departmental cooperation, idea sharing and basic teamwork.	3.0

Total Points	22.0
Points Range	10 to 50
Rating	Needs Improvement

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Scoring: 5 - Best Practice, 4 - Above Average, 3 - Acceptable, 2 - Needs Improvement, 1 - Unsatisfactory

B.1. FOOD SERVICE LEADERSHIP - DIRECTOR(S)
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		Score
1.	Food service leadership understand their roles, goals and responsibilities. Food service leadership communicate roles, goals and responsibilities to staff.	3.0
2.	Food service leadership is visible and actively support food service staff.	4.0
3.	Food service leadership is accessible to internal and external customers.	3.0
4.	Food service leadership is kept informed of changing district strategies, missions and plans.	2.0
5.	Food service leadership clearly understand and use metrics by which food service is evaluated.	2.0
6.	Food service leadership conduct regular performance reviews and are held accountable for achieving the goals.	2.0
7.	Food service leadership support food service staff to accomplish performance goals with training and funding.	3.0
8.	Food service leadership is supported by an adequate staff of support and clerical personnel.	3.0

Total Points	22.0
Points Range	8 to 40
Rating	Acceptable

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Scoring: 5 - Best Practice, 4 - Above Average, 3 - Acceptable, 2 - Needs Improvement, 1 - Unsatisfactory

B.2. FOOD SERVICE LEADERSHIP - SUPERVISOR(S)
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		Score
1.	Supervisors clearly understand the importance their roles play in accomplishing the district mission.	2.0
2.	Supervisors are visible and actively support staff initiatives.	4.0
3.	Supervisors have opportunity for meaningful interaction with food service leadership.	3.0
4.	Supervisors are kept informed of changing district strategies, mission and plans.	3.0
5.	Supervisors clearly understand the metrics by which their performance will be evaluated and are held accountable.	2.0
6.	Supervisors conduct regular performance reviews of staff and are held accountable for achieving goals.	3.0
7.	Supervisors are supported by food service leadership to accomplish performance goals with training and funding.	3.0
8.	Supervisor's non-supervisory work is minimized as a result of adequate clerical and technical support.	2.0
9.	Supervisors actively support the safety program by conducting/attending meetings and by sharing this knowledge with the food service employees.	3.0
10.	Supervisors are strategically placed to ensure equitable coverage throughout the district.	4.0

Total Points	29.0
Points Range	10 to 50
Rating	Acceptable

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Scoring: 5 - Best Practice, 4 - Above Average, 3 - Acceptable, 2 - Needs Improvement, 1 - Unsatisfactory

C. BUSINESS PLANNING
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		Score
1.	The food service program produces an annual budget to meet district goals.	**1.0**
2.	The food service program produces an annual operating plan to meet budget and district goals.	**1.0**
3.	The budget and operating plan include input from district leadership, staff and customers.	**1.0**
4.	The budget and operating plan are approved by district leadership.	**1.0**
5.	The budget and operating plan are reviewed with food service staff.	**1.0**
6.	Performance results, plan v. actual, are reviewed monthly with district leadership and food service staff.	**1.0**
7.	Food costs are benchmarked as a percent of revenue.	**1.0**
8.	Labor costs are benchmarked as a percent of revenue.	**1.0**
9.	"Other" costs are benchmarked as a percent of revenue.	**1.0**
10.	Direct costs are benchmarked as a percent of revenue.	**1.0**
11.	In-direct costs are benchmarked as a percent of revenue.	**1.0**
12.	In-direct costs are charged to the food service budget.	**1.0**
13.	There is a benchmark for "meals per labor hour" for each type of service operation (full prep, satellite, bulk, etc.).	**1.0**
14.	There is a benchmark for revenue per student for a la carte sales in the secondary schools.	**1.0**

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Scoring: 5 - Best Practice, 4 - Above Average, 3 - Acceptable, 2 - Needs Improvement, 1 - Unsatisfactory

C. BUSINESS PLANNING (CONTINUED)
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		Score
15.	There is a benchmark for total revenue per student on an annual basis.	2.0
16.	There are participation benchmarks for each of the student and adult demographics (elementary, middle, high and free, reduced, paid) as a percent of ADA.	2.0
17.	There are Above Averages for each of the above demographic student bases.	2.0
18.	There is an active plan and goals established for increased breakfast participation.	3.0
19.	There is a plan to ensure full receipt of available federal reimbursements.	4.0
20.	The district has a "charge" policy that is uniformly applied.	3.0
21.	Participation and revenue is reported, reviewed and appropriate action is taken monthly to improve the program.	1.0
22.	The business plan is amended when performance falls below plan. Plan amendments are shared with district leadership and food service staff.	1.0
23.	Key performance indicators (KPIs) are utilized to assess performance for the overall food service program.	1.0
24.	KPIs are utilized to assess the financial performance of the individual school sites.	1.0
25.	KPIs are utilized to assess operational performance of the individual school sites.	1.0
26.	All sales revenue for food or beverages prepared or vended at the school site accrue to food service.	4.0
27.	All potential sources for new or improved revenue, internal and external, are explored. An action plan is then developed and executed.	3.0
28.	Periodic reviews of the program are completed by food professionals not associated with the district.	3.0

Total Points	**45.0**
Points Range	**28 to 140**
Rating	**Needs Improvement**

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Scoring: 5 - Best Practice, 4 - Above Average, 3 - Acceptable, 2 - Needs Improvement, 1 - Unsatisfactory

D. STAFFING
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		Score
1.	The district has a clear and well defined table of organization that includes food service.	4.0
2.	Management staffing and expertise is appropriate for a district of this size.	4.0
3.	Management clerical/support staffing and expertise is appropriate.	4.0
4.	Supervisor/s staffing and expertise is appropriate.	4.0
5.	Site staffing and expertise is appropriate.	3.0
6.	All staff hours charged to food service produce a Meals Per Labor Hour result appropriate for the service delivery format.	3.0

Total Points	22.0
Points Range	6 to 30
Rating	Above Average

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Scoring: 5 - Best Practice, 4 - Above Average, 3 - Acceptable, 2 - Needs Improvement, 1 - Unsatisfactory

E. FOOD PRODUCTION AND CONTROL
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		Score
1.	There is a formal menu cycle.	3.0
2.	The menu cycle conforms to USDA/State nutritional standards.	3.0
3.	The menu profile is appropriate for the demographic profile of the district.	2.0
4.	The menu cycle is pre-costed to meet the food budget and food cost metric.	2.0
5.	Standardized recipes are available to conform to the menu cycle.	4.0
6.	A production record system is in place.	3.0
7.	Production records and control processes ensure consistency with the menu cycle at each site and minimize waste.	3.0
8.	Product specifications are consistent with menu offerings.	4.0
9.	The type and amount of product in stock are appropriate to the cycle menus.	4.0
10.	There is a pre-serve orientation of daily menu items for the food service staff.	4.0

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Scoring: 5 - Best Practice, 4 - Above Average, 3 - Acceptable, 2 - Needs Improvement, 1 - Unsatisfactory

E. FOOD PRODUCTION AND CONTROL (CONTINUED)
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		Score
11.	Production records are filled in at the end of each service period.	4.0
12.	Production/menus are adjusted based on actual production results.	4.0
13.	Production records/menus are analyzed and adjusted based on sales (i.e. projected v. actual meals served).	3.0
14.	Menus are written that can be produced satisfactorily with existing kitchen equipment.	3.0
15.	Taste testing is performed prior to new menu introductions.	4.0
16.	Menu nutritional analysis is completed.	3.0
17.	Nutritional information is on file and available at each site.	3.0
18.	The district passed the most recent Coordinated Review Exam.	4.0
19.	The district has not lost any reimbursements due to menu compliance.	4.0

Total Points	64.0
Points Range	19 to 95
Rating	Acceptable

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Scoring: 5 - Best Practice, 4 - Above Average, 3 - Acceptable, 2 - Needs Improvement, 1 - Unsatisfactory

F. PROCUREMENT
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		Score
1.	Acquisition of goods is compliant with federal, state and local policy and regulation.	4.0
2.	Orders for goods and services are combined to minimize costs.	2.0
3.	Procedures are in place to accurately account for received goods and services.	3.0
4.	Procedures are in place to accurately account for intradepartmental shipment of goods.	2.0
5.	Order sequencing allows for timely delivery with minimal loss to spoilage.	3.0
6.	There is a process in place to assess on-site inventory before placing grocery/supply orders.	3.0
7.	There is a system in place to assess grocery and supply orders compared to production records.	3.0
8.	Contracts are in place to procure main line foods, paper, produce, bakery and dairy products.	4.0
9.	A monthly physical inventory is performed to ensure all on-site inventory is documented.	3.0

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Scoring: 5 - Best Practice, 4 - Above Average, 3 - Acceptable, 2 - Needs Improvement, 1 - Unsatisfactory

F. PROCUREMENT (CONTINUED)
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		Score
10.	The district is using a standardized bid format document to ensure open competition among vendors.	4.0
11.	The district has an approved substitution process for products if the vendor cannot supply bid items in needed quantities.	3.0
12.	There is a process to track all USDA foods allocated and received in the district.	3.0
13.	The district is conducting manufacturer direct bids for best pricing on high volume food and non food items.	4.0
14.	More than one manufacturer is listed on the bid as acceptable or offers the statement "equivalent alternative" as an option.	3.0
15.	The district maximizes strength and length of contract(s) to minimize yearly bids in all categories.	4.0
16.	Schools place their weekly orders in an organized and timely manner.	3.0
17.	Food products are moved quickly in and out of the warehouse in order to maximize freshness.	3.0
18.	The district is posting bid documents on a web site in order to provide maximum bid responses.	4.0

Total Points	58.0
Points Range	18 to 90
Rating	Acceptable

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Scoring: 5 - Best Practice, 4 - Above Average, 3 - Acceptable, 2 - Needs Improvement, 1 - Unsatisfactory

G.1 MARKETING - ADVERTISING
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		Score
1.	Menus are published and distributed to all elementary school students.	3.0
2.	Menus are posted in common areas including the cafeteria, student common areas and classrooms at all secondary schools.	3.0
3.	Daily morning announcements include the day's menu.	3.0
4.	A staff menu is published and distributed monthly.	2.0
5.	A catering guide is published and promoted to staff, administrators and community groups.	2.0
6.	The weekly menu is published in the local newspapers.	2.0
7.	Students eligible for free or reduced meals have confidential access to and assistance with completing applications.	3.0
8.	The district's web site includes pages that detail the menu with the nutritional analysis, F/R applications and catering guide.	2.0
9.	The marketing program advertises federal, state and local nutrition and wellness initiatives.	2.0

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Scoring: 5 - Best Practice, 4 - Above Average, 3 - Acceptable, 2 - Needs Improvement, 1 - Unsatisfactory

G.2 MARKETING - MERCHANDISING AT POINT OF SALE (POS)
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		Score
10.	Meal prices are grade level appropriate and sufficient to support the district's goals.	3.0
11.	A la carte and vending offerings do not have a negative competitive impact on reimbursable meal sales.	3.0
12.	Dining and serving areas are clean and welcoming.	4.0
13.	There is sufficient seating for all students for each serving period in the primary dining area.	3.0
14.	There are sufficient points of sale (POS) to ensure appropriate line speed.	3.0
15.	Menu boards are appropriately placed, reflect current menus and are aesthetically pleasing.	2.0
16.	Line decor is warm and welcoming.	3.0
17.	Servers and cashiers are friendly and helpful.	4.0
18.	Students participating in the free or reduced meal programs are not identifiable by meal choices or payment method.	4.0
19.	Food presentation and taste is appealing.	4.0
20.	Customers are routinely surveyed and management takes action as a result to improve participation.	2.0
21.	There is a sufficient number and variety of entrees to ensure there is something for everyone.	3.0
22.	Special dietary meals are provided for students with special needs.	4.0
23.	Tables, chairs and floors are clean and free of debris before each serving period.	3.0

Total Points	**67.0**
Points Range	**23 to 115**
Rating	**Acceptable**

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Scoring: 5 - Best Practice, 4 - Above Average, 3 - Acceptable, 2 - Needs Improvement, 1 - Unsatisfactory

H. NUTRITION - TASTE,/EDUCATION/WELLNESS
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		Score
1.	The district has a wellness policy that establishes standards for all food and beverages available to students during the educational day.	3.0
2.	Food service offerings support the district's policy, student and staff menus, al a carte, catering and vended offerings.	3.0
3.	The district's wellness policy includes standards for nutrition and physical activity education.	3.0
4.	Participants in after school programs have access, where applicable, to healthy snacks.	4.0
5.	Daily menus, a la carte, vending and catering offerings include a variety of fruits, vegetables, whole grain and low fat dairy offerings.	4.0
6.	Serving and dining areas have signage and marketing programs that support and encourage healthy choices.	2.0
7.	The nutrition and physical activity education are coordinated with the district's health and physical education program.	3.0
8.	Food service staff is available to provide classroom instruction and encouragement for healthy choices.	3.0
9.	Students that have forgotten their meal money are offered a meal that meets nutritional standards.	4.0
10.	Food service provides the district with resources for healthy food and non-food fundraising alternatives.	2.0
11.	The food tastes good and is nutritional for all customers (i.e.. students, staff and visitors).	4.0

Total Points	35.0
Points Range	11 to 55
Rating	Acceptable

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Scoring: 5 - Best Practice, 4 - Above Average, 3 - Acceptable, 2 - Needs Improvement, 1 - Unsatisfactory

I.1. TRAINING - FOOD SERVICE LEADERSHIP
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		Score
1.	The district's leadership has a training mandate for food service leadership.	2.0
2.	Food service leadership budgets management training and incorporates a manager's accomplishment of training in their evaluation.	2.0
3.	Food service leadership are active members of School Nutrition Association (SNA).	3.0
4.	All food service leadership are Serv Safe certified and receive annual updates.	4.0
5.	All food service leadership are Hazard Analysis and Critical Control Point (HACCP) trained.	4.0
6.	All food service leadership receive physical safety training.	3.0
7.	All food service leadership receive basic and advanced management training for financial management and accounting.	2.0
8.	All food service leadership receive annual USDA compliance training.	2.0
9.	All food service leadership receive district specific H. R. policy and practices training, including employee hiring and discipline.	3.0
10.	Food service leadership training is documented and kept on file in the management office.	3.0

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Scoring: 5 - Best Practice, 4 - Above Average, 3 - Acceptable, 2 - Needs Improvement, 1 - Unsatisfactory

I.2. TRAINING -- FOOD SERVICE STAFF - SITE STAFF
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		Score
11.	Food service leadership has a mandate for staff training.	2.0
12.	Staff training is budgeted annually and is a part of the staff members annual evaluation.	2.0
13.	All food service staff members are Serve Safe certified and receive annual updates.	3.0
14.	All food service staff members are position cross trained.	3.0
15.	All food service staff receive HACCP training.	3.0
16.	All food service staff receive physical safety training.	3.0
17.	All food service staff receive hospitality training.	3.0
18.	All new employees receive initial training in all prep and serving tasks.	3.0
19.	All food service staff have access to independent study/distance learning for personal and professional growth and/or advancement.	3.0
20.	Staff training is documented and kept on file in the appropriate office.	3.0

Total Points	56.0
Points Range	20 to 100
Rating	Acceptable

WAYLAND SCHOOL DISTRICT FOOD SERVICE PERFORMANCE INDEX
Scoring: 5 - Best Practice, 4 - Above Average, 3 - Acceptable, 2 - Needs Improvement, 1 - Unsatisfactory
J. SAFETY © 2009 - Edvocate, Inc.

		Score
1.	Client stipulates that all equipment is National Sanitation Foundation (NSF) certified.	3.0
2.	Cold storage is at 40° F.	4.0
3.	Freezer storage is at 0° F.	4.0
4.	Refrigeration temperature logs are posted on doors and recorded twice daily.	4.0
5.	Food expiration dates are clearly marked and checked before use.	4.0
6.	Access to all food storage areas is limited to food service personnel.	3.0
7.	Food thermometers are in use at each school.	4.0
8.	Serving gloves and hair containment are in use.	4.0
9.	Health department inspection reports are on file in each location and in the management office with corrective action plans for violations.	4.0
10.	There is an appropriate pest control program.	4.0
11.	There are sufficient hand washing sinks in the prep and serving areas and each has appropriate signage.	4.0

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Scoring: 5 - Best Practice, 4 - Above Average, 3 - Acceptable, 2 - Needs Improvement, 1 - Unsatisfactory

J. SAFETY (CONTINUED)
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		Score
12.	There are sufficient three compartment sinks available for cleaning pots, pans, utensils, etc.	4.0
13.	There is an HACCP plan implemented and maintained.	3.0
14.	Serv Safe practices are practiced.	4.0
15.	Storage, prep and serving areas are clean and free of debris.	4.0
		4.0
16.	All kitchen prep areas have passed local safety inspections.	0.0
		4.0
17.	Cafeteria cleaning procedures are clear, well defined and conducted in an appropriate manner to ensure a clean dining environment.	0.0
18.	Trash dumpsters are well kept and surrounding areas are free of debris.	4.0
19.	Food service employee injuries are monitored through the appropriate district department.	3.0
20.	Food service continually evaluates strategies to improve safety conditions.	3.0
21.	Food service works closely with other staff groups in the district for an integrated approach to regulatory compliance.	3.0
22.	Kitchen equipment (fire suppression system, exhaust hood filters, etc.) are maintained in compliance with local safety regulations.	3.0

Total Points	81.0
Points Range	22 to 110
Rating	Above Average

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Scoring: 5 - Best Practice, 4 - Above Average, 3 - Acceptable, 2 - Needs Improvement, 1 - Unsatisfactory

K.1. MIS / IT SYSTEM - "BACK OF THE HOUSE"
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		Score
1.	The MIS/IT system supports the acquisition of grocery, non-food supplies and purchased services.	3.0
2.	The MIS/IT system supports tracking grocery, non-food supplies and purchased services by location.	2.0
3.	The MIS/IT system relieves inventory from food production reports.	2.0
4.	The MIS/IT system accepts daily uploads of sales from each location and generates sales reports focused on district specific KPIs.	2.0
5.	The MIS/IT system supports the automated generation of reimbursement claims.	2.0
6.	The MIS/IT system tracks labor attendance, hours and productivity.	2.0
7.	The MIS/IT system reports KPI data in a timely and concise manner.	2.0
8.	The MIS/IT system sales and inventory reports flag unusual activity.	2.0

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Scoring: 5 - Best Practice, 4 - Above Average, 3 - Acceptable, 2 - Needs Improvement, 1 - Unsatisfactory

K.2. MIS / IT SYSTEM - "FRONT OF THE HOUSE"
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		Score
9.	Electronic point of sale (POS) systems are in place for every point of sale.	3.0
10.	Sales data is uploaded daily to the management office.	3.0
11.	Sales data is uploaded to the management office in real time as each transaction is completed.	2.0
12.	System allows for pre-pays and provides real time account balance to customer.	3.0
13.	System identifies meal and/or spending restrictions for each customer.	3.0
14.	System provides real time sales data at each location to reconcile receipts/deposit to sales.	3.0
15.	System supports the district's charge/credit policy.	3.0
16.	System supports the use of credit and/or debit cards.	3.0
17.	System provides optimum anonymity to Free and Reduced students.	4.0

Total Points	44.0
Points Range	17 to 85
Rating	Acceptable

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Scoring: 5 - Best Practice, 4 - Above Average, 3 - Acceptable, 2 - Needs Improvement, 1 - Unsatisfactory

L. EQUIPMENT
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		Score
1.	There is sufficient production equipment to produce the menu.	3.0
2.	There is sufficient serving equipment to ensure food is served at optimum temperature.	2.0
3.	Production equipment is cleaned and inspected daily.	3.0
4.	Work orders/requisitions are written and submitted in a timely manner for repairs, replacements and additional new equipment.	2.0
5.	Defective equipment is tagged and removed from service.	2.0
6.	Work orders/requisitions are completed in a timely manner.	3.0
7.	Equipment replacement purchases are planned and are included in the budgeting process.	1.0
8.	There is a physical asset inventory maintained for all schools/sites.	2.0

Total Points	18.0
Points Range	8 to 40
Rating	Needs Improvement