Standard of Work (SOW)

for Use of the Aladdin Convect-Rite® 3 Mini Retherm Cart
(24-Meal, Flat Tray)

1. General Scope

This Standard of Work (SOW) defines the minimum requirements for safe operation, daily use, and routine care of the Aladdin Temp-Rite Convect-Rite 3 Mini Cart, 24-Meal, Flat Tray, at VA Long Beach

. The cart is used to rethermalize and transport up to 24 patient/resident meals on flat trays in conjunction with the Convect-Rite docking station.

This SOW applies to Food & Nutrition Services (FNS), Nursing, Environmental Services, and Biomedical/Facilities staff who operate, clean, or maintain the Convect-Rite 3 carts and related docking stations.

---

2. Equipment Description

- Equipment: Aladdin Temp-Rite Convect-Rite 3 Mini Cart, 24-Meal, Flat Tray (e.g., models CR3C24002010 / CR3C24012010 / CR3C24102010 / CR3C24112010, as equipped at the facility).
- Function: Holds and transports up to 24 undivided meal trays; mates with a Convect-Rite docking station for hot-and-cold rethermalization cycles of approximately 45–60 minutes.
- Construction features:
    - Durable stainless steel tank, frame, doors, and center panel.
    - High-impact, non-marking plastic top and base with molded-in galley rail.
    - Lift-out removable tray guides for flat trays with 3.1 in tray spacing.
- Thermal and airflow features:
    - Insulated walls, top, base, doors, and center panel.
    - Directed airflow technology to promote uniform temperatures at each tray level.
    - Gravity-operated Auto-Therm seal that closes when no tray is present to maintain chamber separation.

- Mobility and hardware:
    - Four 6.25 in non-marking casters (two fixed, two swivel with locks) for maneuverability.
    - Flush-mounted paddle latches for hands-free slam-latch door closing.
    - Optional directional-lock casters and tow hitch depending on facility configuration.
- Sanitation and listing:
    - ETL Sanitation listed; cabinet may be hose-rinsed or placed in an automatic cart washer per Owner's Manual (P/N 98893).

---

3. Roles and Responsibilities

3.1 Operators (FNS / Nursing)

- Complete facility retherm-cart training and be authorized by supervision before operating or loading carts.
- Perform pre-use checks, operate carts in a safe manner, and immediately report defects, malfunctions, or incidents to a supervisor.
- Follow this SOW, posted procedures, and manufacturer instructions for loading, docking, and cleaning.

3.2 Supervisors / Managers

- Ensure only trained and authorized staff operate and clean Convect-Rite 3 carts and docking stations.
- Provide and maintain written procedures at docking areas and dish rooms.
- Coordinate with Facilities/Biomed for preventive maintenance (PM), repairs, removal from service, and documentation.

3.3 Facilities / Biomedical / Maintenance

- Perform scheduled PM and repairs in accordance with Aladdin Temp-Rite documentation and facility policy.
- Maintain records of inspections, repairs, and parts replacement.

- Verify proper function of doors, latches, seals, casters, electrical interfaces, and docking connections during PM.

---

4. Operator Qualifications

- Staff must complete initial training that covers cart components, docking station operation, retherm cycle parameters, safe pushing techniques, and cleaning procedures.
- Staff must demonstrate competency via a skills checklist before independent operation and complete refresher training at intervals defined by [Facility Policy].

---

5. Pre-Use Inspection (Each Shift or Before Use)

Before loading or moving a Convect-Rite 3 cart, the operator will:

- Verify cart exterior is intact (no sharp edges, loose trim, damaged top, or cracked plastic base).
- Check doors for proper alignment, smooth opening/closing, and positive latch engagement.
- Confirm tray guides are correctly seated, clean, and not bent or missing.
- Inspect casters for damage; ensure all four roll freely and that swivel locks and wheel brakes engage/release.
- Confirm cart interior is clean and free of food debris, standing water, or foreign objects.
- Check that cart labeling (asset tag, “HOT”/“COLD” side, maximum capacity, and any electrical warnings) is legible.
- If equipped for towing, verify tow hitch hardware is secure and not deformed.

Any condition that may affect safe use or sanitary service requires tagging the cart “OUT OF SERVICE,” notifying a supervisor, and contacting Maintenance/Biomed.

---

6. Normal Operation – Loading, Docking, and Transport

6.1 Loading Trays

- Verify tray type and tray spacing match the cart design (24 flat trays, 3.1 in spacing).
- Load trays starting from the lowest tray slides upward to maintain cart stability.
- Ensure each tray is fully inserted and level; do not overload trays beyond menu design or weight guidelines.
- Keep hot-side and cold-side menu placement consistent with facility tray assembly diagrams to support proper rethermalization.

6.2 Docking and Retherm Cycle

- Position the loaded cart squarely in front of the assigned Convect-Rite docking station and set caster brakes.
- Engage the docking mechanism per Owner's Manual, ensuring the cabinet is snugly mated to the docking station.
- Start the programmed rethermalization cycle; typical cycles are 45–60 minutes to fully heat and chill meals as specified by the manufacturer.
- Do not attempt to move the cart or open doors while a cycle is in progress, except in an emergency using facility procedures.
- At cycle completion, undock the cart following the control panel prompts and confirm indicator lights show "cycle complete" or equivalent.

6.3 Transporting Meals

- Release caster brakes and move the cart using handle locations provided by the manufacturer; do not push on doors or latches.
- Push, do not pull, whenever possible; reduce speed on ramps, in tight hallways, or on uneven surfaces.
- Use wheel locks when parked for tray removal on nursing units.
- Avoid sudden stops, sharp turns, or impacts with walls, elevators, or other equipment.

---

7. Restricted Uses

- Do not exceed the cart's design capacity of 24 flat trays or add bulk items on the cart top that could impair visibility or create falling hazards.

- Do not ride on or tow the Convect-Rite 3 cart unless it is specifically configured with a rated tow hitch and used with an approved tug or cart mover.
- Do not modify door latches, seals, casters, or docking interfaces without approval from Facilities/Biomed and the manufacturer.
- Do not use the cart to transport chemicals, biohazardous waste, or non-food items that could contaminate food contact areas.

---

8. Cleaning and Sanitation

8.1 Routine Cleaning (After Each Meal Service)

- Remove all trays and tray guides; discard food debris and wipe up spills immediately.
- Wash interior surfaces, tray slides, and doors using facility-approved foodservice detergent and hot water; rinse and sanitize according to [Facility HACCP / Infection Prevention Policy].
- Clean the exterior stainless surfaces and plastic top/base with non-abrasive cleaners; avoid strong chlorinated chemicals that may damage finishes.
- Allow the cart to air dry with doors partially open before storage or re-loading.

8.2 Cart Wash / Deep Cleaning

- When scheduled, roll the cart into the automatic cart washer following the Owner's Manual (P/N 98893) for correct wash parameters and positioning.
- Verify all electrical/docking interfaces and seals are approved for cart-wash by Facilities/Biomed prior to first use.
- After cart-wash cycles, inspect for residual soil, verify doors and latches function properly, and re-install tray guides when fully dry.

---

9. Maintenance and Inspection

- Facilities/Biomed will establish a PM schedule (e.g., quarterly or per manufacturer guidance) to inspect casters, door gaskets, hinges, latches, tray supports, and any electrical or docking connections.

- Worn or damaged components must be replaced with manufacturer-approved parts or equivalents that maintain ETL sanitation and safety compliance.
- Any repeated issues (e.g., poor door sealing, uneven temperatures, difficulty docking) will be documented and escalated to Aladdin Temp-Rite technical support as needed.

---

10. Safety and Incident Reporting

- Report all injuries, near-misses, property damage, or equipment malfunctions involving Convect-Rite 3 carts or docking stations through the facility's incident reporting system immediately.
- If a safety-critical defect is suspected (e.g., structural damage, failed latch, caster failure, hot/cold temperature issues), tag the cart "OUT OF SERVICE," remove it from use, and notify Maintenance/Biomed.

---

11. Documentation and Training Records

- Training rosters, competency checklists, PM records, work orders, and this SOW will be maintained according to [Facility Policy] and regulatory requirements.
- This SOW will be reviewed at least every [X] years or when equipment models, options, or manufacturer recommendations change, and updated accordingly.