



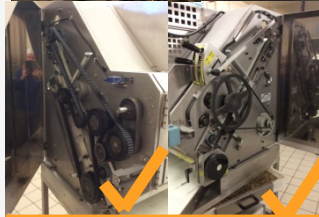
# Tesco Dilapidation Guidance Update

Update on the guidance on  
completing a Independent  
Dilapidation Report for a  
Tesco in store bakery

# Pictures

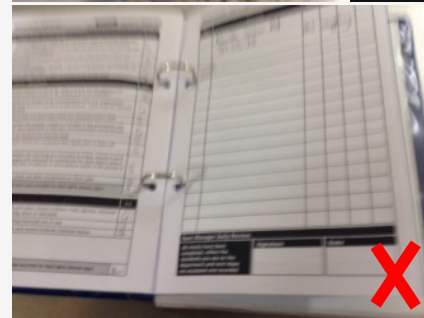
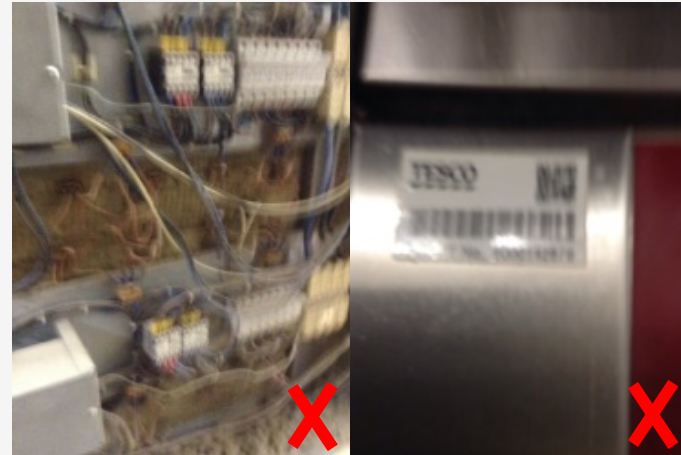
- We need more pictures.
- I would rather have 200 pictures than not enough.
- For the General Bakery Pictures in the “Pictures” question there should be at least 20 pictures of the bakery and route to the back door.
- Equipment pictures need to include good areas and views inside that cannot be seen.

- Pictures of all equipment. I.e.
  - Prover, picture of front, rear, inside and asset tag.
  - Moulder, machine overall, asset tag, inside left, right and rear plate.
  - Divider, please make sure you take a picture inside the rear cover.



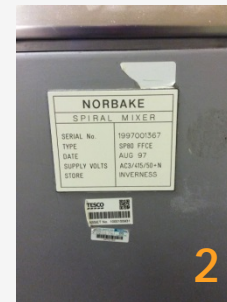
Pictures of  
Equipment

- Must be clear and readable.
- If the picture is blurry when the preview is shown click "retake" to take again
- Asset tags must be in complete view, square and readable
- Permit to Work must be square, readable.



Pictures

## Photos of Asset & Asset Tag



- Pictures need to be in order.
  - 1. Photo of Asset
  - 2. Photo of Asset Tag
  - 3. Good photos of asset
  - 4. The Photos of issues. E.g. 3 issues then 3 photos

## Photos of Issues



Picture  
Order

- Any issue needs a picture.
- Even if the issue isn't visible such as bearing or limit switch requiring adjustment.



Limit switch requires adjustment



Compressor not working

Picture of Issues

# Asset Tag

- We now need to write something in the asset tag. In order to keep it all uniform can we please use the following.
  - Asset Tag Present
    - The number, even if it is an old asset tag. Just the number
  - Asset Tag Missing
    - Please write "None"
  - Asset Tag Unreadable
    - Please write "Unreadable"
- Please don't put multiple assets with the same tag. E.g. if the bread plant only has an asset tag on the prover, then put none for the divider and moulder.
- If equipment has more than one tag, like a roll plant for example. Then please only input one asset tag into the field and the rest in the comments. So you would put the head machine in the asset tag field and the forming station in the comments.

# Ragging Equipment

- If the recommendation is anything other than “No Action” rag can’t be green. Normally it would be as follows:
  - No Action is green
  - Clean is amber
  - Repair is amber
  - Refurbish or Replace is red
- If attention is required urgently then rag Red.
- If equipment isn’t being used, an attempt must be made to assess its condition and rag appropriately. Then the recommendation of “No Action” used.
- If equipment isn’t working at all it must be red. I.e. chiller not holding temperature.
- If there are any repairs on equipment, no matter how small it cannot be green.



# Recommendation

- This must be definitive.
  - We cannot recommend repair, clean and replace all on the same one.
  - It is your recommendation based on the information you have on the equipment, the criteria we have been given and your knowledge.
- If there are any repairs required then it must be repair not just clean. Unless it is replace or refurbishment.

# Recommendation & Rag Guide

- As a guide we need to be using the following. There may be exceptions to this but as a general guide:
  - No Action – Green
  - Clean – Amber
  - Repair – Amber (Unless urgent then Red)
  - Refurbishment – Red
  - Replace - Red

# Safe & Legal Book

- Please take a good, square and readable picture.
- The minimum requirement for a green is now:
  - Pre-Operational Checks completed. That's the column on left page.
- It no longer has to be signed and filled out completely.
- If the day hasn't been completed, it's a picture of that day we need. Not the last day that was complete.

# Spelling, Punctuation, and Description

- Please check your spelling and punctuate the description. I know autocorrect is a pain sometimes replacing words but please check.
- Please ensure when we are writing comments they are clear. Write the description as though you needed to order parts. e.g Mixer bowl rocking. Should read Mixer bowl bearings or shaft worn. That way anyone that doesn't know engineering can have a good stab at a raising the correct WON.

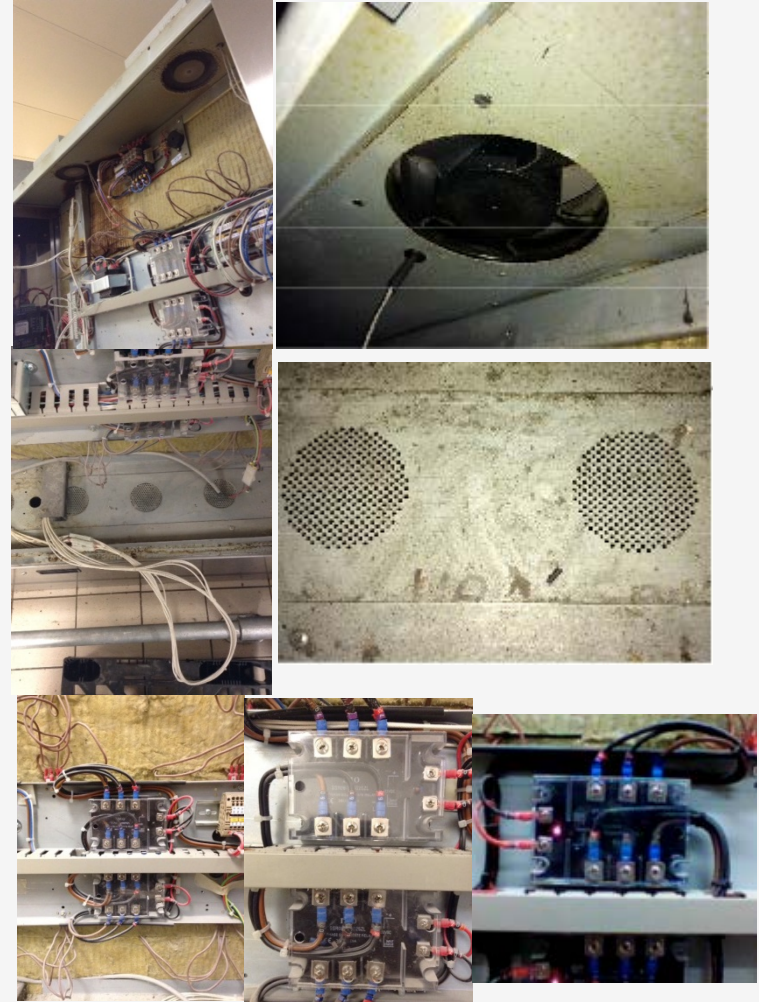
# Navigation

- Please ensure when you are using the index you are careful. It is always best to swipe or use the arrows in the top right corner of the screen to navigate. This way the checks on the previous fields are done automatically by the software.
- We have had a couple of occasions now where people have navigated back to an item using the index then accidentally changed the "More Equipment " question to NO which then deletes everything after it. My Dad deleted Stoke and now we have to go back and do it again. Good job it wasn't Wick.

# Oven SSR Checks

- We now need to check a couple of things of the deck oven. The front side panel needs to be removed. If this is not accessible then take a picture showing why and leave it. Below is the things we need to check if they are accessible:
  - Cooling fans – located in roof of cabinet.
    - Check fans are operational.
    - Check Fan blades are not contaminated
    - Check airflow is correct (up / outwards)
    - Check there are no obstructions in vent holes or on top of oven
  - Ventilation holes – located in floor of cabinet
    - Check all vent holes are clear
    - Check no debris has been left on base
  - Solid State Relays – 2 x located on each deck chassis
    - Check wiring for signs of overheating
    - Remove cover and check for blistering or hair line cracks on face of SSR
    - Check insulated terminals for signs of overheating (browning)
    - Check SSR is securely fastened to back plate
    - Check all screw connections for tightness
- To save us time all we need to do with this is take pictures as shown on the next page. If there is nothing wrong that you can see then you don't need to leave a comment. If something is wrong just comment as normal in the comments box.

- Cooling Fans
  - Close pictures of the fans, ideally stopped
  - We need to be able to see the blades etc. to show if there is any contamination
- Ventilation Holes
  - Close up pictures of the holes so we can see if they are clear or not
- Solid State Relays
  - At least three pictures
  - One picture for each pair of SSR's
  - Close so we can see the facia
- If there is any issues then please take more pictures.
- Please remember, if you cannot access the side we need a picture showing why.



Solid State Relay Checks