

AMPLIFIES

Feed Mill Maintenance and Sanitation Manual



ADRA
ADVENTIST DEVELOPMENT
AND RELIEF AGENCY
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SCALE

EVERY DAY

Test the standard weight to ensure scale accuracy.



YEARLY

If possible, get the scale certified by a reliable third party.



HAMMER MILL

WEEKLY

Clean motor cooling fins to ensure good operation and efficiency.



MONTHLY

1. Check hammers for wear and replace or reverse direction of worn hammers.
2. Check if the shaft has been wearing the hole in the hammers and replace if there is much wear.



Check the inside of the screen for wear. The edge of the holes should be “sharp”, not worn down.

If the holes are worn down, the direction of the hammers can be reversed to extend the life of the screen.



MIXER

EVERY DAY

Clean the dust off of motors. Too much dust can cause overheating, lower efficiency, and reduce the life of the motor.



WEEKLY

Check if the belts are cracking or getting worn out. If they are, replace them.



MIXER

MONTHLY

Check to make sure there is not very much room between the tube and the edge of the screw. The distance between the screw and the tube should be less than approximately 5 mm.

The screw will wear down over time, reducing the efficiency of the mixer and increasing mixing time.



OTHER

EVERY DAY

Clean the dust off of motors. Too much dust can cause overheating, lower efficiency, and reduce the life of the motor.



WEEKLY

Inspect spouting and hoppers for any holes. Repair, patch, or replace any damaged spouts or conveying equipment.



SANITATION

DAILY/WEEKLY

Clean the dust off of motors.
Too much dust can cause
overheating and reduce the
life of the motor.



Make sure bags are stacked
neatly on pallets, at least 0.5 m
away from the wall.



SANITATION

Sweep the production area, clean up bags, string, and other trash.



Clean debris and vegetation away from the outside of the building, at least 1 m. This discourages rodents.



EXAMPLE CLEANING SCHEDULE/SIGN-OFF SHEET

Warehouse rows cleaned behind and inspected note date cleaned, rows number from East to West

Warehouse	Row 1	Row 2	Row 3	Row 4	Row 5	Row 6
1/1/18						
1/2/18						
1/3/18						
1/4/18						
1/5/18						
1/7/18						
1/8/18						
1/9/18						
1/10/18						
1/11/18						
1/13/18						
1/14/18						
1/15/18						
1/16/18						
1/17/18						
1/19/18						
1/20/18						
1/21/18						
1/22/18						
1/23/18						
1/25/18						
1/26/18						
1/27/18						
1/28/18						
1/29/18						
1/30/18						

DAILY MAINTENANCE/SANITATION SCHEDULE SIGN-OFF SHEET

Daily – Week 1	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Scale calibration							
Dust off motors							
Sweep floor							
Stack bags/pallets correctly							

Daily – Week 2	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Scale calibration							
Dust off motors							
Sweep floor							
Stack bags/pallets correctly							

Daily – Week 3	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Scale calibration							
Dust off motors							
Sweep floor							
Stack bags/pallets correctly							

Daily – Week 4	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Scale calibration							
Dust off motors							
Sweep floor							
Stack bags/pallets correctly							

MONTHLY MAINTENANCE/SANITATION SCHEDULE SIGN-OFF SHEET

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Check hammers for wear												
Check mixer screw for wear												

Problems found

Date: _____

Description: _____

How was problem resolved: _____

Date: _____

Description: _____

How was problem resolved: _____

Date: _____

Description: _____

How was problem resolved: _____

Date: _____

Description: _____

How was problem resolved: _____