

Sample Memorandum for Kitchen Equipment Life Expectancy Extension.

IMNE-MCY-LGSF

22 September 2009

MEMORANDUM THRU Command Food Advisor, 123<sup>rd</sup> Infantry Brigade

FOR Food Program Manager, Fort Anywhere

SUBJECT: Kitchen Equipment Life Expectancy Extension for Building 1817

1. The kitchen equipment listed below has reached its life expectancy and is still serviceable. The facility engineers have inspected each piece of equipment for safety and serviceability and approve of a two-year life extension.

Equipment	Model	Serial Number	Original Life Expectancy Date	Extended Life Expectancy Date
Tilt Grill	TGSP-2430	880052	2010	2012
Refrigerator, 65 Cu Ft	SKT-74SSH	S6456894H	2010	2012
Meat Slicer	909A	9630-3361	2010	2012

2. Facility Engineer Inspecting:

Signature: *Billy Inspectall*

Name: Billy Inspectall

Title: BSA Equipment & Facilities

3. The kitchen equipment replacement record will be updated to reflect the new life expectancy on these pieces of equipment in AFMIS. A copy of this memorandum will be retained with a copy of the kitchen equipment replacement record.

*James Jones*

JAMES JONES  
SFC, USA  
Dining Facility Manager