

MAINTENANCE RECORD



Week ending: _____

	Notes Details of check / maintenance / corrective action	Service Routine	Service Fault
PREMISES			
General			
Walls			
Flooring			
Ceiling			
Drains			
LIGHTS			
Fittings / Covers			
WORK SURFACES			
EQUIPMENT			
Refrigerators			
Freezers			
Ranges / Ovens			
UTENSILS			
Boards			
Knives			
Pots / Pans			
Silverware			
Serving Ware			
VENTILATION SYSTEMS			
Hoods			
Grease Filters			
OTHER EQUIPMENT			

List all equipment that is relevant to your operation

Signed: _____ Manager: _____ Date: _____