COMMERCIAL REFRIGERATOR MAINTENANCE CHECKLIST

(Check each day)

Daily Maintenance Checklist from ..... to .....

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Check and record refrigerator temperature							
Inspect door seals and gaskets for proper sealing							
Clean and sanitize refrigerator floors and shelves							
Check and clear floor drains to prevent blockages							
Organize and rotate stock as needed							
Wipe down refrigerator door handles and exterior surfaces							
Conduct a quick walk-through to ensure the refrigerator is clean and organized							
Additional Task:							

Instructions:

- *Complete all daily tasks at the start of each shift*
- *Assign tasks to specific staff members to ensure accountability and efficiency*
- *Initial each task as it is completed*
- *Review the checklist regularly to ensure it is up-to-date and relevant*
- *Report any issues or concerns to the supervisor immediately*

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COMMERCIAL REFRIGERATOR MAINTENANCE CHECKLIST

(Check Weekly)

Weekly Maintenance Checklist for the month of .....

TASK	1ST	2ND	3RD	4TH	5TH
Deep clean refrigerator floors, shelves, and walls					
Inspect and clean air vents and fan blades					
Check and clean door gaskets thoroughly					
Inspect refrigerator for any signs of leaks and report any findings					
Sanitize door handles and exterior surfaces					
Inspect shelving and racks for cleanliness and ensure proper airflow					
Conduct a thorough walk-through to ensure the refrigerator is clean and organized					
Additional Task:					

Instructions:

- *Schedule weekly tasks for slower periods such as Monday mornings*
- *Assign tasks to specific staff members or teams to ensure accountability and efficiency*
- *Initial each task as it is completed*
- *Review the checklist regularly to ensure it is up-to-date and relevant*
- *Use appropriate personal protective equipment (PPE) when handling cleaning chemicals*

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COMMERCIAL REFRIGERATOR MAINTENANCE CHECKLIST

(Check Monthly)

Monthly Checklist for the month of .....

TASK	STATUS
Deep clean and sanitize the entire refrigerator	
Inspect and clean exhaust vents and filters	
Check and maintain the refrigerator's alarm system	
Inspect insulation and make necessary repairs	
Review temperature logs for any issues or trends	
Schedule professional maintenance if needed.	
Conduct a thorough walk-through to ensure the refrigerator is clean and organized	
Schedule any major repairs or upgrades as needed	
Additional Task:	

Instructions:

- *Schedule monthly tasks for slower periods such as the first Monday of the month*
- *Assign tasks to specific staff members or teams to ensure accountability and efficiency*
- *Initial each task as it is completed*
- *Use the monthly tasks to schedule deeper cleaning and maintenance tasks such as system checks and filter replacements*
- *Review the checklist regularly to ensure it is up-to-date and relevant*

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COMMERCIAL REFRIGERATOR MAINTENANCE CHECKLIST

(Check Quarterly)

Quarterly Maintenance Checklist for the month of .....

TASK	Q-1	Q-2	Q-3	Q-4
Professional inspection of refrigeration system				
Thorough cleaning of condenser coils				
Lubrication of all moving parts				
Calibration of temperature controls				
Inspection and cleaning of defrost drain lines				
Review and update of maintenance procedures and schedules				
Additional Task:				

Instructions:

- *Schedule quarterly tasks with a professional refrigeration technician*
- *Keep detailed records of all professional maintenance and repairs*
- *Review findings with staff to improve daily and weekly maintenance procedures*

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COMMERCIAL REFRIGERATOR MAINTENANCE CHECKLIST

(Check Annually)

Annually Checklist for the month of .....

TASK	STATUS
Comprehensive system evaluation by a certified technician	
Energy efficiency audit	
Review and update of food safety protocols	
Staff training on proper refrigerator maintenance and food storage	
Additional Task:	

Instructions:

- *Schedule annual tasks at the beginning of each year*
- *Use findings to plan for potential equipment upgrades or replacements*
- *Update staff training materials based on the year's maintenance experiences*

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COMMERCIAL REFRIGERATOR MAINTENANCE CHECKLIST

(Check Annually)

Quick Troubleshooting Guide

TASK	STATUS
1. Temperature fluctuations:	
◦ Check door seals for proper closure	☐
◦ Ensure vents are not blocked by food items	☐
◦ Verify thermostat settings	☐
2. Unusual noises:	
◦ Inspect fan blades for obstructions	☐
◦ Check for loose components	☐
◦ Call technician if noise persists	☐
3. Water leaks:	
◦ Clear drain lines	☐
◦ Check door gaskets for damage	☐
◦ Ensure unit is level	☐
4. Frost buildup:	
◦ Check door seals	☐
◦ Verify defrost cycle is functioning properly	☐
◦ Ensure food is properly covered to reduce moisture	☐

Instructions:

- *Always use proper PPE when handling cleaning chemicals*
- *Turn off power before performing any electrical maintenance*
- *Report any electrical issues to a qualified technician immediately*
- *Maintain proper food safety temperatures at all times*

Remember to review and update this checklist regularly to ensure it meets the specific needs of your facility and equipment.

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