RESTAURANT EQUIPMENT MAINTENANCE CHECKLIST

Daily Maintenance Checklist

From ..... to .....

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Clean and sanitize food prep equipment (slicers, mixers, etc.).							
Wipe stovetops, grills, and ovens after use.							
Empty and clean grease traps.							
Check and clean fridge/freezer door seals and gaskets.							
Wipe down small appliances (toasters, blenders, etc.).							
Remove food debris from trays, grates, and filters.							
Inspect for any visible damage or leaks in equipment.							
Additional Task:							

Instructions:

- *Perform these tasks **at the end of every shift** to ensure all equipment is ready for the next use.*
- *Focus on removing food debris and preventing grease buildup to avoid malfunctions or fire hazards.*

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RESTAURANT EQUIPMENT MAINTENANCE CHECKLIST

Weekly Maintenance Checklist

From ..... to .....

TASK	1ST	2ND	3RD	4TH
Deep clean stovetops, ovens, and grills, including burners and drip trays.				
Remove and clean ventilation hood filters.				
Descale coffee machines and kettles.				
Inspect and clean dishwasher filters, spray arms, and drains.				
Check and lubricate moving parts on slicers and mixers.				
Test and recalibrate oven and cooking equipment settings if needed.				
Inspect refrigerator/freezer interiors and remove ice or frost buildup.				
Additional Task:				

Instructions:

- *Schedule weekly maintenance during non-peak hours to minimize disruptions.*
- *Use this time to perform **thorough cleaning** and address minor wear before it escalates.*

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RESTAURANT EQUIPMENT MAINTENANCE CHECKLIST

Monthly Maintenance Checklist

Date: .....

TASK	STATUS
Schedule professional servicing for refrigeration units.	
Deep-clean grease traps and inspect for clogs.	
Recalibrate all thermometers and cooking equipment.	
Inspect belts, blades, and moving parts for wear; replace as needed.	
Clean and sanitize deep fryers and replace old oil.	
Tighten electrical and gas connections; inspect for leaks.	
Check for unusual noises, vibrations, or performance drops.	
Additional Task:	

Instructions:

- *Use monthly checks to handle **preventive maintenance** tasks and address issues that require professional servicing or advanced troubleshooting.*
- *Ensure any identified problems are logged and prioritized for repair.*

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RESTAURANT EQUIPMENT MAINTENANCE CHECKLIST

Quarterly and Seasonal Maintenance Checklist

From ..... to .....

TASK	Date	Date	Date	Date
Schedule a professional deep-cleaning service for all equipment.				
Inspect exhaust systems and ductwork for grease buildup.				
Replace worn-out ventilation hood filters.				
Check and service HVAC units and water heaters.				
Inspect and replace worn or damaged parts on major appliances.				
Conduct a comprehensive safety inspection, including gas and electrical systems.				
Verify that all equipment meets local safety regulations.				
Additional Task:				

Instructions:

- *Align quarterly tasks with routine professional visits to address **deep-cleaning and compliance.***
- *Use seasonal maintenance as an opportunity to prepare for peak operational periods (e.g., holiday seasons).*

Additional Task:

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