WALK-IN FREEZER MAINTENANCE CHECKLIST

(Check each day)

Daily Walk-In Freezer Maintenance Checklist from ..... to .....

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Check and record freezer temperature							
Inspect door seals and gaskets for proper sealing							
Clear and clean floor drains to prevent ice buildup							
Organize and rotate stock as needed							
Check and replace any burnt-out lights							
Wipe down freezer door handles and exterior surfaces							
Conduct a quick walk-through to ensure the freezer 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.*
- *Check off each task as completed to ensure everything is done.*
- *Review the checklist regularly to ensure it is up-to-date and relevant.*

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WALK-IN FREEZER MAINTENANCE CHECKLIST

(Check Weekly)

Weekly Walk-In Freezer Maintenance Checklist for the month of .....

TASK	1ST	2ND	3RD	4TH	5TH
Deep clean freezer floors and walls to remove any ice buildup					
Inspect and clean air vents and fan blades					
Defrost and clean evaporator coils if needed					
Check and clean door gaskets thoroughly					
Inspect the freezer for leaks and report any findings					
Inspect shelving and racks for cleanliness and ensure proper airflow					
Conduct a thorough walk-through to ensure the freezer 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.*
- *Check off each task as completed to ensure everything is done.*
- *Review the checklist regularly to ensure it is up-to-date and relevant.*

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WALK-IN FREEZER MAINTENANCE CHECKLIST

(Check Monthly)

Monthly Walk-In Freezer Maintenance Checklist for the month of .....

TASK	STATUS
Deep clean and sanitize the entire freezer	
Inspect and clean exhaust vents and filters	
Check and maintain the freezer'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 freezer 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.*
- *Check off each task as it is completed to ensure everything is done.*
- *Use the monthly tasks to schedule deeper cleaning and maintenance tasks such as coil cleaning and system checks.*
- *Review the checklist regularly to ensure it is up-to-date and relevant.*

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