

WALK-IN COOLER MAINTENANCE CHECKLIST

(Check each day)

Daily Walk-In Cooler Maintenance Checklist from to

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Check and record cooler temperature.							
Inspect door seals and gaskets for proper sealing.							
Clean and sanitize cooler floors.							
Check and clear floor drains.							
Organize and rotate stock as needed.							
Check and replace any burnt-out lights.							
Wipe down cooler door handles and exterior surfaces.							
Conduct a quick walk-through to ensure the cooler is clean and organized.							
<i>Additional Task:</i>							

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 it is completed to ensure everything is done.
- Review the checklist regularly to ensure it is up-to-date and relevant.

WALK-IN COOLER MAINTENANCE CHECKLIST

(Check Weekly)

Weekly Walk-In Cooler Maintenance Checklist for the month of

TASK	1ST	2ND	3RD	4TH	5TH
Deep clean cooler floors and walls.					
Inspect and clean air vents and fan blades.					
Defrost and clean evaporator coils if needed.					
Check and clean door gaskets thoroughly.					
Inspect cooler for leaks and report any findings.					
Inspect shelving and racks for cleanliness.					
Conduct a thorough walk-through to ensure the cooler is clean and organized.					
<i>Additional Task:</i>					

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 it is completed to ensure everything is done.
- Review the checklist regularly to ensure it is up-to-date and relevant.

WALK-IN COOLER MAINTENANCE CHECKLIST

(Check Monthly)

Monthly Walk-In Cooler Maintenance Checklist for the month of

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

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.