

GREASE TRAP CLEANING & MAINTENANCE CHECKLIST

(Daily FOG Prevention Tasks)

Daily FOG Prevention Tasks

from to

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Scrape all plates, pots, and pans into the trash before washing. Never push food scraps down the drain.							
Wipe excess grease from cookware with paper towels before placing in the sink or dishwasher.							
Clean and empty sink drain strainers/screens at the end of each shift. Replace any damaged strainers.							
Dispose of waste cooking oil in the designated grease recycling container — never pour oil down any drain.							
Check that all floor drains near the grease trap are flowing freely and not backing up.							
Verify that no staff are using chemical drain cleaners, bleach, or emulsifiers in sinks connected to the grease trap.							
Wipe down the exterior of the grease trap lid and surrounding floor area to prevent slip hazards.							
<i>Additional Task:</i>							

Instructions:

Perform every shift. Preventing FOG from entering the drain is the single most effective way to reduce grease trap maintenance costs and avoid sewer backups.

GREASE TRAP CLEANING & MAINTENANCE CHECKLIST

(Weekly Inspection Tasks)

Weekly Inspection Tasks

from to

TASK	1ST	2ND	3RD	4TH	5TH
Open the grease trap lid and visually check the grease accumulation level. Note the approximate fill percentage.					
Check for foul odors coming from the grease trap or connected drains — strong smell indicates it needs cleaning soon.					
Verify that the flow restrictor on the inflow pipe is present and not clogged.					
Inspect the grease trap lid and gasket/seal for cracks, warping, or damage. Lid must be tight-fitting to prevent leaks.					
Check for any grease leaking from the trap around pipe connections or seams.					
Ensure all sink drain strainers connected to the grease trap are in place and in good condition.					
<i>Additional Task:</i>					

Instructions:

Manager or shift lead should perform weekly inspections. If FOG level approaches 25% of trap capacity, schedule cleaning immediately — do not wait for the next scheduled date.

GREASE TRAP CLEANING & MAINTENANCE CHECKLIST

(In-House Cleaning Procedure)

In-House Grease Trap Cleaning

Date

TASK	STATUS
Put on PPE: rubber gloves, eye protection, and nose plug/mask. Ensure area is ventilated.	<input type="checkbox"/>
Run cool water through the system and let sit for 10 minutes to congeal floating FOG for easier removal.	<input type="checkbox"/>
Carefully remove the grease trap lid. Use a wrench or pry bar if needed — do not force plastic lids.	<input type="checkbox"/>
Using a ladle or scoop, remove the layer of solidified fats, oils, and grease (FOG) floating on top of the water.	<input type="checkbox"/>
Place all FOG waste into a sealed, airtight container — never pour grease down any drain or into the trash loose.	<input type="checkbox"/>
Remove baffles (if equipped) and scrape them clean. Rinse baffles in the sink that flows to the trap.	<input type="checkbox"/>
Use a wet/dry vacuum or strainer to remove food solids and sludge settled at the bottom of the trap.	<input type="checkbox"/>
Scrub the interior walls, bottom, and lid of the trap with a long-handled brush and warm water. No chemical degreasers	<input type="checkbox"/>
Clean the bypass vent with a flexible probe or wire to ensure it is not blocked.	<input type="checkbox"/>
Flush with a gallon of room-temperature water and verify water flows freely through the trap.	<input type="checkbox"/>
Reinstall baffles and replace the lid securely. Verify there are no gaps or leaks.	<input type="checkbox"/>
Record the date, cleaning details, and FOG level in the grease trap maintenance log.	<input type="checkbox"/>
<i>Additional Task:</i>	<input type="checkbox"/>

Instructions:

Clean when FOG reaches 25% of trap capacity (the “25% rule”). Never add bleach, emulsifiers, enzymes, or chemical degreasers to the grease trap — these kill beneficial bacteria and can push FOG into the sewer system. Dispose of all waste per local regulations.

GREASE TRAP CLEANING & MAINTENANCE CHECKLIST

(Professional Pump-Out Service)

Professional Pump-Out Service

Date

TASK	STATUS
Schedule a licensed and permitted grease hauler for full pump-out per local jurisdiction requirements.	<input type="checkbox"/>
Confirm the hauler will completely empty the trap — all FOG, water, and solids must be removed (not just skimmed).	<input type="checkbox"/>
Be present or assign a manager to inspect the trap after pumping. Verify it is completely clean inside.	<input type="checkbox"/>
Check the interior walls, baffles, inlet, and outlet pipes for cracks, corrosion, or structural damage.	<input type="checkbox"/>
Inspect the T-pipe/crossover pipe (if equipped) for blockages or buildup.	<input type="checkbox"/>
Verify the grease trap is properly sized for your operation. If it reaches 25% within 30 days, discuss upsizing with your hauler.	<input type="checkbox"/>
Obtain and sign the waste disposal manifest from the hauler. Keep both copies on-site.	<input type="checkbox"/>
Request and file the grease hauler's service receipt showing: company name, date, volume removed, and disposal destination.	<input type="checkbox"/>
Update the grease trap maintenance log with the professional service date and details.	<input type="checkbox"/>
<i>Additional Task:</i>	<input type="checkbox"/>

Instructions:

Most jurisdictions require professional pump-out at least every 90 days regardless of fill level. Use only licensed and permitted grease haulers. Verify the trap is completely emptied — not just skimmed — before signing the manifest. Keep all manifests on-site for 3–5 years.

GREASE TRAP CLEANING & MAINTENANCE CHECKLIST

(Quarterly / Seasonal Inspection)

Quarterly / Seasonal Inspection

from to

TASK	1ST	2ND	3RD	4TH	5TH
Measure FOG accumulation depth using a dipstick or sludge judge. Record the reading and compare to the 25% rule.					
Inspect the grease trap for cracks, leaks, or damage to the body, lid, and all pipe connections.					
Test the inlet and outlet flow rates to verify water moves through the trap without restriction.					
Check that the trap is level and has not shifted or settled (especially in-ground interceptors).					
Inspect the sample well (if equipped) for proper access and functionality.					
Review cleaning frequency against FOG accumulation trends. Adjust the schedule if the trap fills faster in peak season.					
Verify that waste cooking oil recycling pickups are scheduled and the grease dumpster is not overflowing.					
Confirm that all staff have received or reviewed FOG prevention training within the last 90 days.					
<i>Additional Task:</i>					

Instructions:

Adjust cleaning frequency based on seasonal volume changes. Peak seasons (summer, holidays) typically require more frequent service. If FOG consistently reaches 25% in under 30 days, the trap may be undersized for your operation.

Note:

Fines for FOG violations range from \$1,000 to \$15,000+ per day depending on jurisdiction. Non-compliance can result in forced closure, sewer line repair charges billed to your business, and voided insurance coverage.

GREASE TRAP CLEANING & MAINTENANCE CHECKLIST

Documentation and Compliance

Date

TASK	STATUS
Maintain a grease trap cleaning log on-site with: date, time, person responsible, FOG level, and tasks performed.	<input type="checkbox"/>
File all professional hauler manifests and service receipts. Keep on-site for a minimum of 3–5 years (check local requirement).	<input type="checkbox"/>
Record the volume of FOG removed at each professional pump-out.	<input type="checkbox"/>
Document any repairs, parts replaced, or structural issues found during cleaning or inspection.	<input type="checkbox"/>
Keep a copy of your grease hauler's license/permit on file to verify they are authorized in your jurisdiction.	<input type="checkbox"/>
Log any health department or municipal inspector visits, including findings and corrective actions taken.	<input type="checkbox"/>
Review local FOG ordinance annually for any changes to cleaning frequency, reporting, or disposal requirements.	<input type="checkbox"/>
<i>Additional Task:</i>	<input type="checkbox"/>

Instructions:

Proper documentation is your first line of defense during health department inspections. Inspectors will ask to see your maintenance log, hauler manifests, and disposal records. Missing records can trigger additional inspections and penalties.