

COMMERCIAL OVEN MAINTENANCE CHECKLIST

(Daily Cleaning & Checks)

Daily Cleaning & Checks

Week of: Unit ID: Staff:

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Wipe down the oven exterior, control panel, and handles. Clean up spills before they bake on.							
Clean the oven interior: remove and soak racks, wipe cavity walls and floor of grease and food residue.							
Clean burner grates and drip pans (gas) or wipe the element area (electric). Excess grease is a fire-code violation.							
Inspect door gaskets and seals for tears, gaps, or compression failure — a bad seal loses 15–30% of heat.							
Check the door hinges and latch: door should close square and seal fully.							
Confirm the pilot is lit / ignition fires cleanly (gas), or elements heat (electric); flame should be blue and steady.							
Verify the oven reaches setpoint at start of service; log start and end operating temperatures.							
Check for any gas odor around the oven — if present, shut off and report immediately. Never check with a flame.							
Additional Task:							

Instructions:

Complete daily, at the start and end of service. Grease buildup on burners and in the cavity is a direct fire-code violation and the leading cause of oven fires, so daily cleaning is a safety task, not just presentation. A yellow or orange flame (should be blue and steady) signals incomplete combustion and a possible carbon-monoxide risk — stop and call a technician. If you smell gas, shut the unit off and report it; never test for a gas leak with an open flame.

COMMERCIAL OVEN MAINTENANCE CHECKLIST

(Weekly & Monthly Maintenance)

Weekly & Monthly Maintenance

Month: Unit ID: Technician:

TASK	1ST	2ND	3RD	4TH	5TH
Verify thermostat calibration against a certified reference thermometer. Recalibrate if off by more than 10°F.					
Deep-clean convection fan blades and the motor housing; buildup unbalances the fan and skews heat distribution (convection).					
Descale the steam generator / boiler per the water-hardness schedule and log the descale (combi ovens).					
Inspect and lubricate door hinges per manufacturer spec; replace gaskets showing cracks or gaps.					
Inspect gas flex connectors and fittings for kinks, wear, or cracking; perform a gas-leak (bubble) test.					
Inspect electrical connections, wiring, and the control board for heat damage or discoloration (electric).					
Clean or replace air-intake filters and confirm vents are clear for proper airflow.					
Check that the door seals fully across the whole perimeter; a slip of paper should drag when closed on it					
Additional Task:					

Instructions:

Perform weekly and monthly as noted. Thermostat calibration is the most important item: a combi oven running 25°F below setpoint produces undercooked protein — a food-safety (HACCP) violation that is invisible without documented calibration records. Verify against a certified thermometer, not the dial. On combi and steam ovens, descaling on the water-hardness schedule prevents a heat-exchanger failure that costs more than a full year of descaling. Gas connector and leak checks are a safety essential — treat any detected leak as an emergency.

COMMERCIAL OVEN MAINTENANCE CHECKLIST

(Annual Professional Service)

Annual Professional Service

Service Date: Technician:

TASK	STATUS
Have a certified technician inspect and test gas valve operation, the burner manifold, and gas train.	
Test the safety shutoff valve (SSOV): it must close on loss of flame signal to prevent unburned gas accumulation.	
Inspect and service the ignition system, electrodes, and flame-sensing / supervision devices.	
Perform a combustion check and verify flue and ventilation connections are clear and drawing properly	
Inspect and calibrate all temperature controls and high-limit safety controls; document results.	
Inspect heating elements (electric) for scale, pitting, or corrosion; test element draw against spec.	
Descale and service the steam system fully (combi); inspect the water supply, pressure, and flow.	
Inspect and replace worn door gaskets, hinges, and latches; verify the door seals correctly.	
Inspect the control board, wiring, and diagnostics; update firmware if applicable.	
File the signed service report in the compliance file and address any deficiency.	
Additional Task:	

Instructions:

Perform annually by a certified technician. Gas ovens fall under NFPA 86 (ovens and furnaces), which calls for documented annual safety testing — many facilities discover an inoperative safety device only after an incident. The safety shutoff valve is critical: if it fails to close promptly on loss of flame, unburned gas can accumulate in the chamber and create an explosion risk. Retain the signed annual service report; it is required documentation for fire-suppression and insurance compliance. Note that the hood and exhaust system have their own NFPA 96 cleaning schedule.

COMMERCIAL OVEN MAINTENANCE CHECKLIST

(Documentation & Compliance)

Documentation & Compliance

Date:

TASK	STATUS
Log daily cleaning and start/end operating temperatures for each oven with staff initials.	
Record weekly/monthly thermostat calibration results against the reference thermometer.	
Keep a descale log for combi and steam ovens with water-hardness readings and solution used.	
Log all gas-leak tests, gasket replacements, and any parts replaced with dates.	
File annual certified-technician service reports in the compliance file.	
Document any corrective action for temperature drift, gas odor, or ignition faults.	
Track the make, model, and serial number of each oven so records tie to the asset.	
Retain records for fire-suppression insurance compliance and health-inspection readiness.	
Additional Task:	

Instructions:

Oven records protect food safety, fire compliance, and your warranty at once. Calibration logs are the proof that food was cooked at safe temperatures – an uncalibrated thermostat is a HACCP risk that only documentation can defend. Descale logs prevent premature combi/steam failures and support warranty claims. Keep annual gas-service reports on file for fire-suppression and insurance compliance, and tie every record to the oven's serial number so the history follows the asset.