







## Facility Maintenance Log

Item	Frequency							
<b>Restrooms</b> <ul style="list-style-type: none"> <li>Hot and cold water</li> <li>Soap</li> <li>Towels/air dryer</li> <li>Hand washing sign</li> </ul>	2 times per day	Mon	Tues	Wed	Thu	Fri	Sat	Sun
		_____ am	_____ am	_____ am	_____ am	_____ am	_____ am	_____ am
		_____ pm	_____ pm	_____ pm	_____ pm	_____ pm	_____ pm	_____ pm
		_____ am	_____ am	_____ am	_____ am	_____ am	_____ am	_____ am
		_____ pm	_____ pm	_____ pm	_____ pm	_____ pm	_____ pm	_____ pm
<b>Refrigerators/Freezers</b> <ul style="list-style-type: none"> <li>Temperature below 41°F</li> <li>Ready-to-eat foods above raw foods</li> <li>Bins correctly labeled</li> <li>Items 6 inches off floor</li> </ul>	2 times per day	Mon	Tues	Wed	Thu	Fri	Sat	Sun
		_____ am	_____ am	_____ am	_____ am	_____ am	_____ am	_____ am
		_____ pm	_____ pm	_____ pm	_____ pm	_____ pm	_____ pm	_____ pm
		_____ am	_____ am	_____ am	_____ am	_____ am	_____ am	_____ am
		_____ pm	_____ pm	_____ pm	_____ pm	_____ pm	_____ pm	_____ pm
<b>Facilities</b> <ul style="list-style-type: none"> <li>Food safety monitoring logs</li> <li>Sanitizing equipment: <ul style="list-style-type: none"> <li>– buckets</li> <li>– test strips</li> <li>– wiping cloths</li> <li>– logs</li> </ul> </li> <li>Gloves</li> </ul>	2 times per day	Mon	Tues	Wed	Thu	Fri	Sat	Sun
		_____ am	_____ am	_____ am	_____ am	_____ am	_____ am	_____ am
		_____ pm	_____ pm	_____ pm	_____ pm	_____ pm	_____ pm	_____ pm
		_____ am	_____ am	_____ am	_____ am	_____ am	_____ am	_____ am
		_____ pm	_____ pm	_____ pm	_____ pm	_____ pm	_____ pm	_____ pm
<b>Thermometers</b> <ul style="list-style-type: none"> <li>Check calibration</li> </ul>	1 time per week	Week 1	Week 2	Week3	Week4			
		_____	_____	_____	_____			
<b>Maintenance</b> <ul style="list-style-type: none"> <li>Refrigeration and fod equipment in good condition</li> <li>Plumbing fixtures in working condition</li> <li>Hood/grease filters free of grease</li> <li>Equipment/utensils clean and free of damage</li> </ul>	1 time per week	Week 1	Week 2	Week3	Week4			
		_____	_____	_____	_____			