

Facility Maintenance Log

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