



Kitchen Equipment Cleaning & Maintenance Checklist

Daily Cleaning & Inspection

Routine checks and cleaning tasks performed daily to ensure operational efficiency and hygiene.

Time of Cleaning

Observations/Notes

Write something...

Dishwasher Detergent Level (Gallons)

Enter a number...

Dishwasher Rinse Aid Level (Gallons)

Enter a number...

Equipment Checked (Select All That Apply)

- ☐ Ovens
- ☐ Stovetops
- ☐ Grills
- ☐ Fryers
- ☐ Salamander
- ☐ Mixers
- ☐ Slicers
- ☐ Refrigerators
- ☐ Freezers
- ☐ Ice Machines

Fryer Oil Condition (Select One)

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Refrigerator Door Seals

- ☐ Intact
- ☐ Slightly Damaged
- ☐ Damaged - Requires Repair

Weekly Cleaning & Maintenance

More thorough cleaning and basic maintenance tasks to be performed weekly.

Clean and sanitize all work surfaces (counters, cutting boards, tables)

Write something...

Dishwasher Chemical Concentration (ppm)

Enter a number...

Oven Interior Condition (After Cleaning)

☐ Excellent

☐ Good

☐ Fair

☐ Poor

Check and clean exhaust hood filters.

Write something...

Next Filter Replacement Date

Enter date...

Refrigerator Temperature (°C)

Enter a number...

Areas needing extra attention?

- ☐ Grease Buildup
- ☐ Food Spills
- ☐ Mold/Mildew
- ☐ Odors

Time Cleaning Started

Monthly Deep Cleaning & Maintenance

In-depth cleaning and maintenance tasks performed monthly to prevent larger issues.

Oven Interior Cleaning

Write something...

Exhaust Hood & Filter Cleaning

Write something...

Refrigerator Condenser Coil Cleaning (Estimated Time in Minutes)

Enter a number...

Dishwasher Pre-Wash Filter Cleaning

Write something...

Check & Clean Ice Machine Components (Select all that apply)

- ☐ Water Inlet Filter
- ☐ Ice Bin
- ☐ Condenser Coils
- ☐ Drain Line

Microwave Interior & Exterior Cleaning

Write something...

Date of Last Deep Clean

Enter date...

Quarterly Preventative Maintenance

Scheduled preventative maintenance tasks performed quarterly by qualified technicians.

Oven Temperature Calibration (Fahrenheit)

Enter a number...

Dishwasher Water Pressure (PSI)

Enter a number...

Ice Machine Production Rate (lbs/day)

Enter a number...

Gas Line Inspection Result (Leak/No Leak)

- ☐ Leak Detected
- ☐ No Leak Detected


Notes on Equipment Performance & Issues

Write something...

Next Calibration Date - Oven

Enter date...

Photos of Oven Condition (if applicable)

 Upload File

Annual Comprehensive Maintenance

Major maintenance and inspections performed annually to ensure longevity and safety.

Last Annual Maintenance Date

Enter date...


Detailed Description of Work Performed (including parts replaced)

Write something...

Total Hours Worked on Maintenance

Enter a number...

Service Technician Report (PDF/Image)

 Upload File

Overall Equipment Condition (Post Maintenance)

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Gas Pressure Test Reading (if applicable)

Enter a number...

Recommendations for Future Maintenance

Write something...

Technician Signature

Documentation & Record Keeping

Maintaining accurate records of all cleaning, maintenance, and repairs performed.

Date of Last Inspection/Service

Enter date...

Time of Last Inspection/Service

Meter Readings (e.g., Oven Timer Hours)

Enter a number...

Detailed Description of Work Performed

Write something...

Technician/Service Provider

- ☐ Internal Staff
- ☐ Vendor 1
- ☐ Vendor 2
- ☐ Other

Parts Replaced (if applicable)

Write something...

Technician Signature

Attach Supporting Documents (e.g., invoices, service reports)

 Upload File

Next Scheduled Service Date

Write something...