

Restaurant Equipment Maintenance Checklist

Complete every applicable line. Mark failed checks clearly and transfer unresolved findings to the issue log.

Equipment / Area: _____	Date: _____
Asset ID: _____	Completed By: _____
Location: _____	Reviewed By: _____

DAILY - Daily Refrigeration & Kitchen Close Check

#	System / Area	Inspection or PM Task	Acceptance Criteria	Result	Reading	Notes / Initials
1	Operating Condition	Record walk-in and reach-in temperatures	Reading recorded and within the equipment or site operating limit	P ☐ F ☐ N/A ☐		
2	Refrigeration	Check refrigerator and freezer doors close and seal	Completed to the applicable procedure with no unresolved defect	P ☐ F ☐ N/A ☐		
3	Lubrication	Inspect floors around equipment for water, oil, or refrigerant symptoms	No damage, looseness, leak, excessive wear, or unsafe condition found	P ☐ F ☐ N/A ☐		
4	Cooking Equipment	Clean cooking surfaces and removable grease components	Clean, unobstructed, and functioning as intended	P ☐ F ☐ N/A ☐		
5	Operating Condition	Verify dish machine wash and rinse temperatures	Operates correctly with no alarm, damage, or abnormal response	P ☐ F ☐ N/A ☐		
6	Defect Follow-up	Report damaged cords, plugs, guards, or controls	Finding documented and unresolved work assigned before release	P ☐ F ☐ N/A ☐		

FAILURE ACTION

Record the finding, remove from service when unsafe, and create a work order before release.

WEEKLY - Weekly Restaurant Equipment PM

#	System / Area	Inspection or PM Task	Acceptance Criteria	Result	Reading	Notes / Initials
7	Airflow / Filtration	Clean condenser intake surfaces that are accessible without disassembly	Clean, unobstructed, and functioning as intended	P ☐ F ☐ N/A ☐		
8	Refrigeration	Inspect refrigeration door gaskets and hinges	No damage, looseness, leak, excessive wear, or unsafe condition found	P ☐ F ☐ N/A ☐		
9	Airflow / Filtration	Clean hood filters using the approved process	Clean, unobstructed, and functioning as intended	P ☐ F ☐ N/A ☐		
10	Lubrication	Inspect fryer oil filtration and drain components	Clean, unobstructed, and functioning as intended	P ☐ F ☐ N/A ☐		
11	Warewashing	Clean dishwasher spray arms and strainers	Clean, unobstructed, and functioning as intended	P ☐ F ☐ N/A ☐		
12	Cooking Equipment	Check floor drains and grease-system warning indicators	Clean, unobstructed, and functioning as intended	P ☐ F ☐ N/A ☐		

FAILURE ACTION

Record the finding, remove from service when unsafe, and create a work order before release.

MONTHLY - Monthly Kitchen Systems Inspection

#	System / Area	Inspection or PM Task	Acceptance Criteria	Result	Reading	Notes / Initials
13	Ventilation	Inspect belts, fan noise, and visible buildup at exhaust equipment	No damage, looseness, leak, excessive wear, or unsafe condition found	P ☐ F ☐ N/A ☐		
14	General Condition	Verify equipment casters, restraints, and gas quick-connect condition	Operates correctly with no alarm, damage, or abnormal response	P ☐ F ☐ N/A ☐		
15	General Condition	Inspect ice machine sanitation condition and water filtration status	No damage, looseness, leak, excessive wear, or unsafe condition found	P ☐ F ☐ N/A ☐		
16	Access & Security	Test accessible safety interlocks and emergency shutoffs	Operates correctly with no alarm, damage, or abnormal response	P ☐ F ☐ N/A ☐		
17	Operating Condition	Review recurring temperature, drain, and ignition issues	Clean, unobstructed, and functioning as intended	P ☐ F ☐ N/A ☐		

FAILURE ACTION

Record the finding, remove from service when unsafe, and create a work order before release.

Issue & Follow-Up Log

Document every failed check or unresolved condition. Remove equipment from service whenever a defect creates an unsafe operating condition.

#	Finding / Required Action	Severity	Removed From Service?	Work Order	Owner	Status / Close Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

Supervisor Review: _____

Date: _____