

# CHEF EXPERTISE

## Facility Maintenance Checklist

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### Introduction

Efficient kitchen operations depend on well-maintained equipment and a clean, organized facility. Neglecting facility maintenance can lead to costly repairs, operational downtime, and safety hazards. Use this **Facility Maintenance Checklist** to create a consistent routine that ensures your kitchen remains productive, safe, and cost-effective.

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### Daily Maintenance Tasks

#### Equipment Cleaning

- Wipe down all kitchen equipment after use (e.g., grills, ovens, fryers).
- Clean and sanitize food prep surfaces.
- Empty and clean grease traps and fryer oil compartments.

#### Facility Cleaning

- Sweep and mop floors, focusing on high-traffic areas.
- Sanitize sinks, drains, and high-touch surfaces (e.g., door handles, switches).
- Empty trash bins and sanitize interiors and exteriors.

#### Quick Equipment Check

- Verify refrigeration temperatures and ensure door seals are intact.
- Inspect cooking equipment for visible wear or leaks.
- Test dishwashers and ensure proper cleaning cycles.

### Weekly Maintenance Tasks

#### Deep Cleaning

- Wash and sanitize walls, shelves, and vent hoods.
- Remove grease buildup from hood filters and stovetops.
- Empty and clean refrigerators and freezers; rotate stock using FIFO (First In, First Out).

## Inspect Equipment

- Check small appliances (e.g., mixers, blenders) for wear or damage.
- Test emergency and safety systems (e.g., fire extinguishers, alarms).
- Lubricate moving parts on machines like slicers and mixers.

## Facility Maintenance

- Inspect plumbing for leaks or blockages and clean drains.
  - Replenish cleaning supplies and ensure proper storage.
  - Organize storage areas to maintain efficiency and accessibility.
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## Monthly Maintenance Tasks

### Comprehensive Equipment Check

- Inspect major equipment (e.g., ovens, ranges, fryers) for performance and wear.
- Schedule professional calibration for temperature-sensitive equipment.
- Perform deep cleaning of refrigeration coils and vents.

### Facility Maintenance

- Strip and reseal floors to prevent wear and maintain safety.
- Deep-clean ceilings, exhaust fans, and light fixtures.
- Test HVAC systems to ensure proper ventilation and temperature control.

### Safety Protocols

- Review fire suppression systems and replace extinguishers as needed.
  - Conduct a safety drill to ensure team preparedness.
  - Evaluate and restock first aid kits.
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## Tips for Identifying and Addressing Equipment Issues

1. **Create a Logbook:** Document all maintenance activities, including completed tasks and any identified issues.
  2. **Train Staff:** Ensure your team knows how to identify early signs of equipment wear or malfunction (e.g., strange noises, uneven cooking temperatures).
  3. **Partner with Professionals:** Schedule regular professional maintenance to address complex equipment needs.
  4. **Monitor Usage:** Track usage patterns to anticipate when equipment may need servicing.
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## Tracking Sheet for Maintenance Tasks

Task	Frequency	Assigned To	Date Completed	Notes/Follow-Up
Clean hood filters	Weekly	[Name/Team]	[Insert Date]	Replace filters if damaged.
Inspect refrigeration	Monthly	[Name/Team]	[Insert Date]	Adjust door seals if needed.
Deep-clean fryers	Weekly	[Name/Team]	[Insert Date]	Monitor oil quality daily.

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### Download Your Free Template

Get started today with our customizable **Facility Maintenance Checklist Template**, designed to keep your kitchen running smoothly and efficiently.

[Download the FREE Checklist Here](#)

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Chefxpertise specializes in optimizing restaurant operations, including facility maintenance. Let us help you design a maintenance routine tailored to your needs, ensuring long-term efficiency and cost savings.

[Schedule a Free 13-Point Assessment](#) today to discover how we can elevate your operations.

Transform your kitchen into a seamless, well-maintained powerhouse that drives profitability and guest satisfaction!