Maintenance Log

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Oven Maintenance** | **Schedule** | **Date** | **Initials** | **Date** | **Initials** | **Date** | **Initials** | **Date** | **Initials** |
| Clean Fan Filters (on back/side)  | Bi-weekly |  |  |  |  |  |  |  |  |
| Clean Hood Filters  | Bi-weekly |  |  |  |  |  |  |  |  |
| Clean inside of oven (fingers)  | Monthly |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Repairs Description of repair |  |  |  |  |  |  |  |  |  |
| **Makeline Maintenance** | **Schedule** | **Date** | **Initials** | **Date** | **Initials** | **Date** | **Initials** | **Date** | **Initials** |
| Blow out Condenser coils  | Weekly |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Repairs Description of repair |  |  |  |  |  |  |  |  |  |
| **Coke Cooler Maintenance** | **Schedule** | **Date** | **Initials** | **Date** | **Initials** | **Date** | **Initials** | **Date** | **Initials** |
| Brush out Condenser Coils  | Weekly |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Repairs Description of repair |  |  |  |  |  |  |  |  |  |
| **Furnace Maintenance** | **Schedule** | **Date** | **Initials** | **Date** | **Initials** | **Date** | **Initials** | **Date** | **Initials** |
| Change Filter/s  | Monthly |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Repairs Description of repair |  |  |  |  |  |  |  |  |  |
| **Computer Maintenance** | **Schedule** | **Date** | **Initials** | **Date** | **Initials** | **Date** | **Initials** | **Date** | **Initials** |
| Clean out w/ air can  | Bi-weekly |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Repairs Description of repair |  |  |  |  |  |  |  |  |  |
| **Walk-In Cooler Maintenance** | **Schedule** | **Date** | **Initials** | **Date** | **Initials** | **Date** | **Initials** | **Date** | **Initials** |
| Blow out condenser coils  | Quarterly |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Repairs Description of repair |  |  |  |  |  |  |  |  |  |
| **Other Maintenance** | **Schedule** | **Date** | **Initials** | **Date** | **Initials** | **Date** | **Initials** | **Date** | **Initials** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Repairs Description of repair |  |  |  |  |  |  |  |  |  |