



Facility Maintenance Log

Item	Frequency							
Restrooms • 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
		_____ pm	_____ pm	_____ pm	_____ pm	_____ pm	_____ pm	_____ pm
		_____ am	_____ am	_____ am	_____ am	_____ am	_____ am	_____ am
		_____ pm	_____ pm	_____ pm	_____ pm	_____ pm	_____ pm	_____ pm
Refrigerators/Freezers • Temperature below 41°F (refer to Temperature Log Sheet) • 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
		_____ pm	_____ pm	_____ pm	_____ pm	_____ pm	_____ pm	_____ pm
		_____ am	_____ am	_____ am	_____ am	_____ am	_____ am	_____ am
		_____ pm	_____ pm	_____ pm	_____ pm	_____ pm	_____ pm	_____ pm
Facilities • Food safety monitoring logs • Sanitizing equipment: – 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
		_____ pm	_____ pm	_____ pm	_____ pm	_____ pm	_____ pm	_____ pm
		_____ am	_____ am	_____ am	_____ am	_____ am	_____ am	_____ am
		_____ pm	_____ pm	_____ pm	_____ pm	_____ pm	_____ pm	_____ pm
Thermometers • Check calibration	1 time per week	Week 1	Week 2	Week 3	Week 4			
		_____	_____	_____	_____			
Maintenance • Refrigeration and food 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	Week 3	Week 4			
		_____	_____	_____	_____			