

Date	Inspected by:			Assigned Maint.
	For emergency maintenance contact assigned maint.			
	NOTE: General Maint. Will check this list daily . Lab Assistant will be contacted when needed by Cheryl Tieman			
<b>KITCHEN</b>		<b>YES</b>	<b>NO</b>	<b>Comments</b>
Floors	Clean and free of damage or clutter			General Maint
Floor Drain	Check for sewer gas odor or unclean drains			General Maint
Walls	Clean and free of damage			General Maint
Lights	All working and turned off			General Maint
Hood/Fan	Clean and turned off			General Maint
Fire Supression	No leakage & not expired			General Maint
Garbage	Removed , containers cleaned, new bag installed			General Maint
Recycle Bins	Empty and cleaned			General Maint
Sinks/Faucets	Clean, no standing water or leaks			General Maint
Cleaning Supplies	Stored properly			Ladb Assist
Cooler	Clean exterior & interior, no spills, temperature checked			Post reading on Cooler Record Sheet Lab Assist
Freezer	Clean exterior & interior, no spills, temperature checked			Post reading on Freezer Record Sheet Lab Assist
Ice Machine	Shut off unless scheduled for large event			Lab Assist
Stove	Shut off, clean, pilots adusted properly, no gas leaks			Lab Assist
Ovens	Shut off, clean, pilots adusted properly, no gas leaks			Lab Assist
Salimander	Shut off, clean, pilots adusted properly, no gas leaks			Lab Assist
Grill	Shut off, clean, pilots adusted properly, no gas leaks			Lab Assist
Steam Table	Shut off, water removed, clean, no lime buildup			Lab Assist
Deep Fryer	Shut off, clean, covered, no gas leaks			Lab Assist
Dishwasher	Shut off, no leaks, no lime build up			Lab Assist
Large Mixer	Shut off, clean, and unplugged			Lab Assist
Microwaves	Shut off, clean, no food left in units			Lab Assist
Food	No food left out by mistake			Lab Assist
Small Equipment Misc	Stored properly			Lab Assist
<b>STORE ROOM</b>				
Floors	Clean and free of clutter			General Maint
Walls	Clean and free of damage			General Maint
Lights	All working and turned off			General Maint
Slop Sink	Clean with no standing water			General Maint
Mops & Brooms	Clean, hung properly			Lab Assist
Sink	Clean, no stand water or leaks			Lab Assist
Equipment/Dishes	Stored properly			Lab Assist
Cleaning Supplies	Stored Properly			Lab Assist
Laundry/Towels	Placed in laundry basket or sent out for laundering			Lab Assist
Washer/Dryer	Clean and turned off			Lab Assist
Misc				