



Commercial Food Equipment Service Association

## Preventative Maintenance Checklist

Scheduled cleaning and preventative maintenance on critical kitchen equipment will minimize utility consumption, prolong equipment life and give optimum performance.

### General Things to Avoid:

- ✓ Hosing down equipment
- ✓ Neglecting filter changes
- ✓ Improper application or use
- ✓ Operating equipment with frayed, burnt power cords or exposed wiring
- ✓ Operating any equipment without knowing proper operation & use as outlined in owner's manual

### General Things to Look For:

- ✓ Are hinges, handles, knobs, grates, etc. all in good condition?
- ✓ Does the gas fired equipment burn a steady blue flame?
- ✓ Are motors noisy or don't turn at all?
- ✓ Are temperatures with +/-5 degrees of the desired setting?
- ✓ Are door gaskets worn or torn?
- ✓ Is water feed equipment de-limed on a periodic basis?
- ✓ Is hood system operating?
- ✓ Are hood filters clean?
- ✓ Is fire suppression system operational?
- ✓ Has fire suppression system been inspected recently?
- ✓ Are all utilities confirmed on and resets checked?
- ✓ When a technician diagnoses your equipment, take the time to be shown the problem and cause.

## ***SPECIFIC EQUIPMENT CHECKLIST***

### **Garbage Disposal**

- ✓ Check to see if hoses and neck pieces are in place
- ✓ Check for tight belts
- ✓ Check for water leakage
- ✓ Check for excessive wear
- ✓ Check operation of controls
- ✓ Check for proper amperage draw
- ✓ Check for proper water flow when on
- ✓ Check for vibration or noise

### **Mixer**

- ✓ Check power cord and plug
- ✓ Check for excessive wear
- ✓ Check for tight belts
- ✓ Check for vibration or noise
- ✓ Check lubrication per manufacturer's specifications

### **Griddle**

- ✓ Check power cord and plug
- ✓ Check for excessive wear
- ✓ Check for proper pilot light burning
- ✓ Check that burners have blue flame
- ✓ Check that thermostats across griddle measures 350 degrees with thermostat
- ✓ Empty troughs on a daily basis
- ✓ Clean griddles at or about 150 degrees F to 175 degrees F.

### **Dishwasher**

- ✓ Check for lime buildup inside
- ✓ Check that doors open easily
- ✓ Check for leaks
- ✓ Check that scrap tray is in place and clean
- ✓ Check that pump intake screen is in place
- ✓ Check that drain opens and closes easily
- ✓ Check that auto fill works and shuts off
- ✓ Check that incoming temperature of water is at least 180 degrees F
- ✓ Check the wash and rinse arms and nozzles for cleanliness
- ✓ When on automatic, check that dishwasher starts when door is closed
- ✓ Check for proper chemical performance
- ✓ Check that timed/manual operation is working properly
- ✓ Check for automatic shutdown after \_\_\_\_\_ seconds

## **Ranges**

- ✓ Check that rear flue is on the range
- ✓ Clean with soap and water using a cloth, sponge or fiber brush
- ✓ Inspect burners for cracks
- ✓ Keep burner valves greased
- ✓ Keep burner ports clear and open
- ✓ Do not stand on oven doors
- ✓ Check that oven racks are level
- ✓ Check that oven door closes tightly
- ✓ Check that gas cocks turn smoothly

## **Convection Ovens**

- ✓ Do not overload oven
- ✓ Check that snorkel tube is not blocked
- ✓ Inspect blower wheel for any obstructions
- ✓ Check door openings and closing for proper alignment and seal
- ✓ Check that temperature is within 15 degrees of 350.
- ✓ Verify cool down is operational with the door open and closed
- ✓ Do not use scouring powder/pad on glass
- ✓ Clean door gaskets and oven interior daily using warm soapy water
- ✓ Check to make sure flue is free of all obstructions when oven is in operation
- ✓ Gas units on casters must have a restraining device to prevent gas line breaks

## **Combi Ovens**

- ✓ Flush steam generator once per day
- ✓ Keep door gaskets clean and wash with warm soapy water
- ✓ De-lime broiler monthly according to manufacturer guidelines and water conditions
- ✓ Check for leaks on a quarterly basis

## **Fryers**

- ✓ Do not start fryer without oil
- ✓ Check all areas for gas leaks
- ✓ Check all areas for grease leaks
- ✓ Keep water away from frying unit
- ✓ Perform weekly boil out of fry tank according to manufacturer's guidelines
- ✓ Keep control compartment clean and free of grease build up
- ✓ Check that pilot light is lit and holds
- ✓ Check operation and condition of burners
- ✓ Check castors
- ✓ Check thermostat and hi-limit probes for leaks
- ✓ Check that flue is open and clean

### **Steamer**

- ✓ Check filtration system is clear
- ✓ Check door gaskets and latches for tight fit
- ✓ Check that water is running out of drain at all times if applicable
- ✓ Check that timer turns on and off properly
- ✓ Drain broiler, or reservoir after each day's use to prevent scale buildup
- ✓ Clean with soapy water only
- ✓ De-lime as directed by manufacturer's directions and water conditions and change anodes with each delime
- ✓ Check for leaks on a quarterly basis

### **Microwaves**

- ✓ Do not run without anything in it
- ✓ Use only microwave cookware
- ✓ Check absorbers and seals on doors to avoid leaks

### **Char Broilers**

- ✓ Replace elements and grates twice annually
- ✓ Check for proper ventilation
- ✓ Clean grease troughs daily
- ✓ Clean exterior surfaces daily
- ✓ Burn off grates by placing on broiler face down
- ✓ Keep air shutters clean
- ✓ Keep pilots clean

### **Refrigeration**

- ✓ Maintain temperature logs, "open-shift change-close" daily, unusual patterns observed allow scheduling service prior to product loss emergencies.
- ✓ Keep evaporator coils (cold air) and condenser coils (warm air) clean. Never obstruct airflow of fans.
- ✓ Never place un-refrigerated or heated product in "designed for storage" equipment, use ice baths or blast chill/freeze equipment.
- ✓ Do not overstock storage units with product, air should move freely around all items, especially sides and bottom. Cold pans should never be greater than 2/3 full (no mounding), keep pans in place constantly (1 out/1 in).
- ✓ Prior to placing a service call, check that power is on and observe temperature pattern for one hour to avoid false alarms (check resets).
- ✓ All evaporator coils should be free of ice by visual inspection at all times.
- ✓ All door gaskets should seal from outside air completely. Gaps will have a big impact on performance. Cold pans should sit flush in place, no bent corners.