

## SITE SURVEY REPORT

# Grease Trap Maintenance Log

|              |                              |
|--------------|------------------------------|
| Prepared for | Quayside Dining Ltd          |
| Date         | 28 Sep 2026                  |
| Site         | Quayside Kitchen, Gloucester |
| Prepared by  | S. Marsh                     |

FORM

Grease Trap Maintenance Log

1. Record details and scope

|                              |                                                                       |
|------------------------------|-----------------------------------------------------------------------|
| Project                      | Quayside Kitchen, Gloucester: grease trap service (completed example) |
| Site or premises address     | Quayside Kitchen, 22 Wharf Street, Gloucester                         |
| Client or organisation       | Quayside Dining Ltd                                                   |
| Record date                  | 28 Sep 2026                                                           |
| Person completing the record | S. Marsh                                                              |

This is a maintenance record, not a discharge consent, waste transfer document or confined-space entry permit. It gives no authority to discharge collected waste to drains.

Approved Document H addresses drainage in England, while government pollution guidance covers preventing business pollution. Use the installed separator instructions, discharge conditions and waste arrangements to plan servicing.

2. Asset and service scope

|                                             |                                                                                                                                      |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| Trap or separator ID and location           | GT-1, under-sink grease trap on the pot wash outlet, main kitchen                                                                    |
| Manufacturer service procedure              | Manufacturer cleaning instructions in the kitchen O&M file, section 9                                                                |
| Drainage and discharge-condition references | Trade effluent and drainage conditions file QK-DR-01 held by the general manager                                                     |
| Safe access and isolation arrangements      | Serviced on Sunday 06:30 before prep. Pot wash isolated and tagged, hot water off at the sink valve. Gloves, apron and goggles worn. |

3. Service observations

|                                                 |                                                                                                                                                          |
|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Covers and access arrangements checked          | Acceptable                                                                                                                                               |
| Visible grease and solids accumulation recorded | Action needed                                                                                                                                            |
| Action, limitation or reason not applicable     | Grease layer about 90 mm thick, roughly two thirds of the working depth. Solids settled at the inlet end. Fuller than expected for a four-week interval. |
| Baffles and accessible components checked       | Action needed                                                                                                                                            |
| Action, limitation or reason not applicable     | Lid gasket split at one corner, slight smell in the pot wash area. Baffles sound and in place.                                                           |

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|-------------------------------------------------|------------|
| Inlet and outlet condition checked within scope | Acceptable |
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| Leakage and overflow indicators recorded | Acceptable |
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#### 4. Removal and restoration

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| Material removed and estimated quantity/unit | About 35 litres of grease and food solids |
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| Waste contractor and collection reference | Sevenside Waste Services Ltd, collection ref SWS-C-26-7712 |
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| Separate waste documentation reference | Waste transfer note SWS-WTN-0928-04, copy in the kitchen file |
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| Cleaning and reinstatement performed | Grease and solids pumped out into sealed drums, baffles and walls scraped, trap refilled with cold water. Lid refitted with the old gasket and sealed with tape until the new gasket arrives. |
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#### Before and after evidence



#### 5. Handover

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| Use decision | Available within recorded limits |
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| Repair or follow-up job reference | Order QK-PO-0461 (lid gasket) |
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Condition and defect evidence



6. Actions and review

|                                                                                                                                                  |                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| Are further actions required?                                                                                                                    | Yes                                                                                                                            |
| Further action 1: Fit new lid gasket to GT-1. Order QK-PO-0461.                                                                                  |                                                                                                                                |
| Action and evidence reference                                                                                                                    | Fit new lid gasket to GT-1. Order QK-PO-0461.                                                                                  |
| Person responsible                                                                                                                               | S. Marsh, maintenance                                                                                                          |
| Target date                                                                                                                                      | 5 Oct 2026                                                                                                                     |
| Action status                                                                                                                                    | Completed                                                                                                                      |
| Completion evidence                                                                                                                              | Gasket fitted 2026-10-04, lid sealed, no smell. Note added to the kitchen log.                                                 |
| Further action 2: Shorten the service interval to three weeks and remind chefs to scrape plates and pans into the food waste bin before washing. |                                                                                                                                |
| Action and evidence reference                                                                                                                    | Shorten the service interval to three weeks and remind chefs to scrape plates and pans into the food waste bin before washing. |
| Person responsible                                                                                                                               | T. Okoro, head chef                                                                                                            |
| Target date                                                                                                                                      | 12 Oct 2026                                                                                                                    |
| Action status                                                                                                                                    | In progress                                                                                                                    |
| Outstanding limitations and information to pass on                                                                                               | Outlet pipework beyond the trap not inspected. No discharge to drain authorised by this record.                                |
| Record status                                                                                                                                    | Ready for review                                                                                                               |

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Reviewed by T. Okoro, head chef

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Review date 4 Oct 2026

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Author signature

S. Marsh

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Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.