

## SITE SURVEY REPORT

# Kitchen equipment maintenance checklist

|              |                                                                         |
|--------------|-------------------------------------------------------------------------|
| Prepared for | Kitchen equipment maintenance checklist (fictional example) (fictional) |
| Date         | 9 Oct 2026                                                              |
| Site         | Kitchen equipment maintenance checklist (fictional example)             |
| Prepared by  | Example coordinator                                                     |

FORM

Kitchen equipment maintenance checklist

1. Kitchen service visit

|                                   |                            |
|-----------------------------------|----------------------------|
| Project or site                   | Example Site               |
| Record reference                  | KIT-001                    |
| Record date                       | 9 Oct 2026                 |
| Prepared by                       | Example coordinator        |
| Kitchen or premises               | Example staff kitchen      |
| Agreed appliance service scope    | Warewasher planned service |
| Work-control and access reference | Example work control KW-10 |

2. Appliance service records

Appliance records 1: DW-02 Example warewasher

|                                       |                                                       |
|---------------------------------------|-------------------------------------------------------|
| Asset ID, make and model              | DW-02 Example warewasher                              |
| Appliance type                        | Warewashing                                           |
| Manufacturer task or manual reference | Example manual service section 5                      |
| Task performed and findings           | Door seal condition reviewed under service procedure. |
| Service result                        | Further work required                                 |
| Further work or reason not serviced   | Worn seal requires replacement.                       |
| Parts or consumables used or none     | No parts fitted; replacement requested.               |
| Specialist report reference           | Service note SN-10                                    |

This record does not replace food temperature logs, cleaning schedules or specialist gas, electrical and refrigeration reports.

3. Return and follow-up

|                                           |                                                                             |
|-------------------------------------------|-----------------------------------------------------------------------------|
| Appliance restrictions and handover notes | Site manager informed of service finding; follow recorded service decision. |
| Record status                             | Open                                                                        |
| Next action or reason none is needed      | Review the recorded exception and retain the evidence.                      |

|                    |                    |
|--------------------|--------------------|
| Responsible person | Example supervisor |
|--------------------|--------------------|

|             |                  |
|-------------|------------------|
| Reviewed by | Example reviewer |
|-------------|------------------|

|                          |                  |
|--------------------------|------------------|
| Reviewer acknowledgement | Example reviewer |
|--------------------------|------------------|