

Grease Trap Maintenance Log

A grease trap service log recording asset condition, cleaning and removal work, waste handling references, restored operation and maintenance follow-up.

1. Record details and scope

Project

Filled in from the project in SiteSurvey.

Site or premises address

Client or organisation

Record date *

Person completing the record *

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 *

Manufacturer service procedure *

Drainage and discharge-condition references

Safe access and isolation arrangements *

3. Service observations

Covers and access arrangements checked * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Visible grease and solids accumulation recorded * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Baffles and accessible components checked * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Inlet and outlet condition checked within scope * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Leakage and overflow indicators recorded * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

4. Removal and restoration

Material removed and estimated quantity/unit

Waste contractor and collection reference

Separate waste documentation reference

Link the removed material to the relevant collection or transfer record. Record uncertainties in quantity or destination rather than filling them by assumption.

Cleaning and reinstatement performed *

Before and after evidence (photos: attach, or note the file names)

5. Handover

Use decision * (choose one)

☐ Available within recorded limits ☐ Restricted use ☐ Out of service

Restrictions, isolation and person informed * (if applicable)

Repair or follow-up job reference

Condition and defect evidence (photos: attach, or note the file names)

6. Actions and review

Are further actions required? * (choose one)

☐ Yes ☐ No

Further action (copy this block for each one; if applicable)

Action and evidence reference *

Person responsible *

Target date

Action status * (choose one)

☐ Open ☐ In progress ☐ Completed

Completion evidence * (if applicable)

Outstanding limitations and information to pass on

Record status * (choose one)

☐ Ready for review ☐ Further work needed ☐ Work or use stopped

Reviewed by

Review date

Author signature *

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