Maintenance Records (structural and equipment)

Premises and equipment are to be kept in a good state of repair and working order.

Maintenance Program

Task number	Area or equipment to be checked	Check to be done	How often
e.g.1	*Cool room*	*Service by technician*	*Yearly*
e.g. 2	*Dry storage area*	*Visual check for damage*	*Monthly*

This template should be adapted to suit your business. Records are to be kept up-to-date, filled in correctly and kept on site.

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Maintenance Schedule Monthly Tasks

✓Tick task number when completed

Date	Task No:	Task No:	Task No:	Task No:	Task No:	Task No:	Task No:	Task No:	Follow up action	Date follow up completed	Checked by
e.g. 01/10/10	✓								*Hole in left wall to be sealed*	*02/10/10 Hole sealed*	*Bill Logan*

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