**This document becomes a diary for each piece of equipment**

Date of Update:

Updated by

This document identifies the specific action or tasks that are required for the identified piece of equipment and the frequency the tasks are to be performed.

The actions can include cleaning, regular maintenance, infrequent maintenance, and repairs and may require information from the operating manual for the specific equipment.

**EXAMPLE:**

**Equipment Name, Location:** Commercial floor cleaner

**Model:** Model ABC123 **Serial Number**: 309583450

**Location:** Stored in Sanitation Storage Room

|  |  |  |
| --- | --- | --- |
| **Action Required** | **Frequency** | **Comments** |
| **Examples:**  Inspection of brushes, etc. | Monthly |  |
| Replacement of brushes | As needed based on inspection | See Manual for Pictures of level of wear for replacement |
| Inspection of scraper blade | Weekly |  |
| Replacement of scraper blade | As needed or at least monthly | See Manual for part number and supplier |
| Inspection of solution containers for cracks or new seal requirements.  Containers may require replacement | As needed or at least monthly | See Manual for part number and supplier |
|  |  |  |
|  |  |  |