

 <p>SMALL SCALE FOOD PROCESSOR ASSOCIATION</p> <p>SUPPORTS INDEPENDENT FOOD PROCESSORS &amp; GROWERS</p>	Document No.: HUB.E.REC.35 Effective Date: 01-June 2022 Revision Date: New
<p><b>Master Task List (Equipment)</b></p>	Revised By: MDaskis Approved By: NRoss Reason for Revision: New

**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
<b>Examples:</b> 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