

Equipment Maintenance & Calibration Checklist

Cloud Kitchens & Delivery Brands

CALIBRATION INSTRUMENTS & DEVICES

Temperature probes, IR thermometers, and data loggers are calibrated regularly.

Calibrated & Valid

Calibration Due

Not Calibrated

Weight scales used for portioning are calibrated and labeled with due date.

Calibrated & Labeled

Label Missing

Not Calibrated

Calibration records available for all measuring instruments.

Complete Records

Partial Records

No Records

Equipment readings verified after calibration for consistency.

Verified

Partially Verified

Not Verified

All calibration activities carried out by authorized vendor or internal qualified staff.

Authorized Personnel

Partially Authorized

Not Authorized

CRITICAL PREVENTIVE MAINTENANCE SCHEDULE

Preventive maintenance (PM) schedule available for all kitchen equipment.

Available & Updated

Partial Schedule

Not Available

PM schedule adhered to and logged by engineering or facility team.

Followed Consistently

Occasionally Missed

Not Followed

All kitchen equipment serviced as per manufacturer's instructions.

As Per Instructions

Partial Compliance

Not Followed

Refrigeration units cleaned and condenser coils dust-free.

Clean & Dust-Free

Minor Dust

Dirty / Not Cleaned

Exhaust hoods, filters, and fans cleaned as per defined frequency.

Cleaned as Required

Cleaned Sometimes

Not Cleaned

All gas pipelines and burners checked for leaks during PM.

Checked Properly

Partially Checked

Not Checked

Oven and fryer thermostats tested for temperature accuracy.

Accurate

Minor Variance

Inaccurate

DOCUMENTATION & RECORD CONTROL

Maintenance and calibration records available for all equipment.

Complete Records

Partial Records

No Records

Calibration certificates current and reviewed by QA during audits.

All Valid

Some Expired

Many Expired

Preventive maintenance checklist signed by technician and verified by manager.

Signed & Verified

Partially Verified

Not Verified

Equipment tag includes ID, next maintenance date, and calibration due date.

Tags Clear & Updated

Tags Partially Visible

No Tags

HYGIENE EQUIPMENT CLEANLINESS

Equipment cleaned before and after each use using approved cleaning agent.

Cleaned Properly

Cleaned Sometimes

Not Cleaned

Food contact parts of machines sanitized after cleaning.

Sanitized Properly

Sanitized Sometimes

Not Sanitized

Cleaning tools for equipment are color-coded and stored hygienically.

Color Coded Properly

Partially Followed

Not Followed

Deep cleaning of kitchen equipment conducted as per monthly plan.

Completed as Planned

Partially Completed

Not Completed

No rust, oil stains, or residue observed on food contact surfaces.

Clean & Rust-Free

Minor Stains

Rust / Oil Residue

Motor vents, panels, and control knobs cleaned without moisture entry.

Cleaned Correctly

Minor Issues

Incorrect Cleaning

MAINTENANCE REPAIR & BREAKDOWN HANDLING

Equipment breakdowns are logged immediately in maintenance register.

Logged Immediately

Logged Late

Not Logged

Repair work only performed by authorized technicians.

Authorized Technicians

Sometimes Unverified

Unqualified Technicians

Spare parts used for repair are OEM-approved and traceable.

OEM Parts Used

Generic Parts Used

Unapproved Parts

Post-repair functionality test conducted before release for use.

Test Completed

Partially Tested

Not Tested

Critical equipment (freezers, chillers, ovens) have backup units available.

Backup Available

Limited Backup

No Backup

SUPER CRITICAL EQUIPMENT FUNCTIONALITY & SAFETY

All critical kitchen equipment (chillers, fryers, ovens) are operational and safe to use.

Fully Operational

Partially Operational

Not Operational

Thermometers and temperature probes are functioning accurately.

Accurate & Calibrated

Slight Variance

Not Accurate

Equipment showing faults or leakage is immediately tagged "Out of Service."

Always Tagged Immediately

Tagging Delayed

Not Tagged

Electrical panels and sockets are free from damage, moisture, and overloading.

Good Condition

Minor Issues

Damaged / Unsafe

Fire suppression systems installed near cooking equipment are functional.

Fully Functional

Partially Functional

Not Functional

TRAINING & AWARENESS MAINTENANCE

Maintenance staff trained on electrical and mechanical safety practices.

Trained

Partially Trained

Not Trained

Food handlers trained on safe use and cleaning of kitchen equipment.

All Trained

Some Trained

Not Trained

Equipment inspection reports reviewed monthly by QA or facility manager.

Reviewed Monthly

Reviewed Sometimes

Not Reviewed

UTILITY & SAFETY SYSTEMS

Compressed air and gas pipelines inspected for leaks or blockages.

No Leaks Found

Minor Issues

Leak Detected

Power stabilizers, UPS, or backup generators maintained and tested.

Tested & Functional

Partially Functional

Not Functional

Equipment grounding and earthing verified as per IS:3043 standards.

Within Standards

Marginally High

Not Compliant

Electrical overloads and short circuits prevented using rated fuses/MCBs.

Properly Protected

Minor Issues

Unsafe

Steam and hot water systems fitted with safety valves and maintained properly.

Safe & Functional

Minor Issues

Unsafe

