Template

Maintenance Records (Structural and Equipment)

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.

Important information on how to complete this form is available in the *Eat Safe Ipswich Food Safety Made Easy Guide* available on **www.ipswich.qld.gov.au/eatsafe**. Details about the Eat Safe Ipswich food safety rating scheme are also available from this website.

City of Ipswich

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Maintenance Records (Structural and Equipment)

Maintenance Schedule Monthly Tasks

Date	Job number – tick if completed										Checked by –Signature
	1	2	3	4	5	6	7	8	Follow Up Action	Date follow up completed	
E.g. 20/07/2010	✓			✓	✓	✓			Hole in left wall to be sealed	27/07/2010 - hole sealed	John Smith

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Maintenance Schedule Yearly Tasks

Date	Job number – tick if completed										Checked by –Signature
	1	2	3	4	5	6	7	8	Follow Up Action	Date follow up completed	
E.g. 20/07/2010	✓			✓	✓	✓			Hole in left wall to be sealed	27/07/2010 - hole sealed	John Smith

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