Maintenance Log

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.