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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Year:** | | | | | | | | | | | | | | | | |
| **Type of**  **maintenance** | **Frequency** | **Contractor**  **engaged** |  | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | |
| **Machine (overall servicing, including maintenance temperature checks)** | | | | | | | | | | | | | | | |
| **Ice-maker** | **Once every 2 months** |  | **Date of maintenance:** |  |  |  |  |  |  |  |  |  |  |  |  | |
| **Verified by:** |  |  |  |  |  |  |  |  |  |  |  |  | |
| **Freezer** | **Once every 2 months** |  | **Date of maintenance:** |  |  |  |  |  |  |  |  |  |  |  |  | |
| **Verified by:** |  |  |  |  |  |  |  |  |  |  |  |  | |
| **Chiller** | **Once every 2 months** |  | **Date of maintenance:** |  |  |  |  |  |  |  |  |  |  |  |  | |
| **Verified by:** |  |  |  |  |  |  |  |  |  |  |  |  | |
| **Dishwasher** | **Once a month** |  | **Date of maintenance:** |  |  |  |  |  |  |  |  |  |  |  |  | |
| **Verified by:** |  |  |  |  |  |  |  |  |  |  |  |  | |
| **Exhaust hood** | **Once every 3 months** |  | **Date of maintenance:** |  |  |  |  |  |  |  |  |  |  |  |  | |
| **Verified by:** |  |  |  |  |  |  |  |  |  |  |  |  | |
| **Ventilation** | **Monthly once** |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
|  |  |  |  |  |  |  |  |  |  |  |  |  | |
| **Services** | | | | | | | | | | | | | | | |
| **Pest control** | **Once a month** |  | **Date of maintenance:** |  |  |  |  |  |  |  |  |  |  |  |  | |
| **Verified by:** |  |  |  |  |  |  |  |  |  |  |  |  | |
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| **Checked by:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |