

Electric Tea Kettle

Maintenance Checklist



ELECTRIC TEA KETTLE

MAINTENANCE CHECKLIST

Sr. No.	Parameters	Action in case of deviation
1.	Is the kettle in a good state, visually clean & dry?	Take necessary steps to make sure it stays in the desired state.
2.	Has the kettle been cleaned from the outside using a cloth and colin spary?	Clean the machine from the outside.
3.	Has the kettle been cleaned from the inside using hot water?	Clean the kettle from the inside.
4.	Is the kettle free of odor?	Clean the kettle from the inside using dish-washing liquid. Rinse well and let it dry.
5.	Is the site where kettle is kept free from ants/cockroaches?	Arrange pest control.
6.	Is there sufficient quantity of tea, water, sugar, milk/milk powder available?	Arrange whichever is insufficient.
7.	Is there sufficient stock of cups available?	Arrange fresh stock.
8.	Is the kettle intact i.e. no damage inside as well on outer body?	Either repair or replace the machine.
9.	Is the wiring of kettle intact and free of damage?	Get the wiring repaired.