SITE survey. APP

SITE SURVEY REPORT

Grease Trap Maintenance Log

Prepared for	Quayside Dining Ltd
Date	28 Sep 2026
Site	Quayside Kitchen, Gloucester
Prepared by	S. Marsh

FORM

Grease Trap Maintenance Log

1. Record details and scope

Project	Quayside Kitchen, Gloucester: grease trap service (completed example)
Site or premises address	Quayside Kitchen, 22 Wharf Street, Gloucester
Client or organisation	Quayside Dining Ltd
Record date	28 Sep 2026
Person completing the record	S. Marsh

> This is a maintenance record, not a discharge consent, waste transfer document or confined-space entry permit. It gives no authority to discharge collected waste to drains.

> Water Industry Act 1991, section 111, makes it an offence to put into a public sewer anything likely to damage it or interfere with the free flow of its contents, which includes fats, oils and grease. BS EN 1825-2:2002 covers the selection, installation, operation and maintenance of grease separators. Approved Document H covers drainage design in England. Use the installed separator instructions, discharge conditions and waste arrangements to plan servicing.

2. Asset and service scope

Trap or separator ID and location	GT-1, under-sink grease trap on the pot wash outlet, main kitchen
Manufacturer service procedure	Manufacturer cleaning instructions in the kitchen O&M file, section 9
Drainage and discharge-condition references	Trade effluent and drainage conditions file QK-DR-01 held by the general manager
Safe access and isolation arrangements	Serviced on Sunday 06:30 before prep. Pot wash isolated and tagged, hot water off at the sink valve. Gloves, apron and goggles worn.

3. Service observations

Covers and access arrangements checked	Acceptable
Visible grease and solids accumulation recorded	Action needed
Action, limitation or reason not applicable	Grease layer about 90 mm thick, roughly two thirds of the working depth. Solids settled at the inlet end. Fuller than expected for a four-week interval.
Baffles and accessible components checked	Action needed

Action, limitation or reason not applicable	Lid gasket split at one corner, slight smell in the pot wash area. Baffles sound and in place.
Inlet and outlet condition checked within scope	Acceptable
Leakage and overflow indicators recorded	Acceptable
Checks needing action	2
Checks not done	0

4. Removal and restoration

Material removed and estimated quantity/unit	About 35 litres of grease and food solids
Waste contractor and collection reference	Severnside Waste Services Ltd, collection ref SWS-C-26-7712
Separate waste documentation reference	Waste transfer note SWS-WTN-0928-04, copy in the kitchen file
Cleaning and reinstatement performed	Grease and solids pumped out into sealed drums, baffles and walls scraped, trap refilled with cold water. Lid refitted with the old gasket and sealed with tape until the new gasket arrives.

Before and after evidence



5. Handover

Use decision	Available within recorded limits
Repair or follow-up job reference	Order QK-PO-0461 (lid gasket)

6. Actions and review

Are further actions required?	Yes

Further action 1: Fit new lid gasket to GT-1. Order QK-PO-0461.

Action and evidence reference	Fit new lid gasket to GT-1. Order QK-PO-0461.
Person responsible	S. Marsh, maintenance
Target date	5 Oct 2026
Action status	Completed
Completion evidence	Gasket fitted 2026-10-04, lid sealed, no smell. Note added to the kitchen log.

Further action 2: Shorten the service interval to three weeks and remind chefs to scrape plates and pans into the food waste bin before washing.

Action and evidence reference	Shorten the service interval to three weeks and remind chefs to scrape plates and pans into the food waste bin before washing.
Person responsible	T. Okoro, head chef
Target date	12 Oct 2026
Action status	In progress
Outstanding limitations and information to pass on	Outlet pipework beyond the trap not inspected. No discharge to drain authorised by this record.
Record status	Ready for review
Reviewed by	T. Okoro, head chef
Review date	4 Oct 2026
Author signature	

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.