SITE survey. APP

SITE SURVEY REPORT

Kitchen equipment maintenance checklist

Prepared for	The Wheatsheaf, Ludlow (fictional)
Date	9 Oct 2026
Site	The Wheatsheaf, Ludlow
Prepared by	M. Okafor

FORM

Kitchen equipment maintenance checklist

1. Kitchen service visit

Project or site	The Wheatsheaf, Ludlow: kitchen equipment service (completed example)
Record reference	KES-2610-04
Record date	9 Oct 2026
Prepared by	M. Okafor, catering equipment engineer, Marches Catering Services Ltd
Kitchen or premises	The Wheatsheaf kitchen, 31 Corve Street, Ludlow
Agreed appliance service scope	Six-monthly service of the dishwasher, combination oven, fryer and under-counter fridges. The ice machine is serviced by its own contractor. Gas appliances checked for operation only; gas safety is a separate check.
Work-control and access reference	Kitchen closed 14:30 to 17:00. Each appliance isolated at its own isolator before work. Job MCS-J-48812.

2. Appliance service records

Appliances by kitchen or area 1: Main kitchen

Kitchen or area	Main kitchen

Appliances in this area 1: FR-01 twin tank fryer, electric

Asset ID, make and model	FR-01 twin tank fryer, electric
Appliance type	Cooking
Manufacturer task or manual reference	Maker's service manual, section 6, safety cut-out test
Task performed and findings	Cleaned the elements and the tank. Tested the high limit cut-out with the thermostat bypassed.
Service result	Further work required
Further work or reason not serviced	High limit cut-out on the left tank tripped at 238 °C, above the maker's 230 °C. Cut-out to be replaced before the tank is used.
Priority	Urgent: make safe or restrict use now
Parts or consumables used or none	None fitted. Cut-out ordered.
Reading taken, if any	High limit cut-out on test (°C)

Reading	238.0
Limit from the maker or your procedure	230
The reading must	Not go above the limit
Reading against the limit	Outside the limit
How was the appliance left?	Out of use and labelled
Specialist report reference	Service sheet MCS-SS-2210

Appliances in this area 2: CO-01 combination oven, 6 grid

Asset ID, make and model	CO-01 combination oven, 6 grid
Appliance type	Cooking
Manufacturer task or manual reference	Maker's service manual, annual service list
Task performed and findings	Cleaned the fan and the steam generator, ran the self test with no faults. Door seal split at the bottom left corner.
Service result	Further work required
Further work or reason not serviced	Door seal split for about 50 mm. Oven still holds temperature; steam escapes at the corner.
Priority	Routine: at the next planned visit
Parts or consumables used or none	None
How was the appliance left?	In use

Photos of this appliance



Appliances in this area 3: UF-02 under-counter fridge, prep bench

Asset ID, make and model	UF-02 under-counter fridge, prep bench
Appliance type	Refrigeration
Manufacturer task or manual reference	Maker's service manual, section 3
Task performed and findings	Cleaned the condenser, checked the door seal and the fan. Thermometer reading taken after the door had been shut for 30 minutes.
Service result	No outstanding issue
Parts or consumables used or none	None
Reading taken, if any	Cabinet air temperature (°C)
Reading	4.0
Limit from the maker or your procedure	5
The reading must	Not go above the limit
Reading against the limit	Within the limit
How was the appliance left?	In use

Photos of this appliance



Appliances in this area 4: IM-01 ice machine

Asset ID, make and model	IM-01 ice machine
Appliance type	Other
Manufacturer task or manual reference	Ice machine contractor's own schedule

Task performed and findings	Not serviced on this visit.
Service result	Not serviced
Further work or reason not serviced	Outside the agreed scope. Serviced by the ice machine contractor; last label dated August 2026.
Parts or consumables used or none	None
How was the appliance left?	In use
This kitchen or area: appliances recorded	4
This kitchen or area: no outstanding issue	1
This kitchen or area: not serviced	1
This kitchen or area: further work: urgent	1
This kitchen or area: soon	0
This kitchen or area: routine	1
This kitchen or area: readings outside the limit	1
This kitchen or area: left out of use	1

Appliances by kitchen or area 2: Wash-up

Kitchen or area	Wash-up

Appliances in this area 1: DW-01 pass-through dishwasher

Asset ID, make and model	DW-01 pass-through dishwasher
Appliance type	Warewashing
Manufacturer task or manual reference	Maker's service manual, section 4
Task performed and findings	Descaled the boiler and the wash arms, checked the rinse aid and detergent dosing, checked the door springs.
Service result	Further work required
Further work or reason not serviced	Rinse reaches 79 °C, below the maker's 82 °C, after descaling. Rinse booster element ordered.
Priority	Soon: before the next visit
Parts or consumables used or none	Descaler, 1 litre
Reading taken, if any	Final rinse temperature (°C)

Reading	79.0
Limit from the maker or your procedure	82
The reading must	Reach at least the limit
Reading against the limit	Outside the limit
How was the appliance left?	In use with a restriction

Photos of this appliance



This kitchen or area: appliances recorded	1
This kitchen or area: no outstanding issue	0
This kitchen or area: not serviced	0
This kitchen or area: further work: urgent	0
This kitchen or area: soon	1
This kitchen or area: routine	0
This kitchen or area: readings outside the limit	1
This kitchen or area: left out of use	0

Other kitchen photos



Appliances recorded	5
No outstanding issue	1
Not serviced	1
Further work: urgent	1
Soon	1
Routine	1
Readings outside the limit	2
Left out of use	1

> Urgent work or an appliance out of use. Tell the kitchen manager before you leave and record the restriction on the next page.

> This record does not replace food temperature logs, cleaning schedules or specialist gas, electrical and refrigeration reports.

3. Return and follow-up

Appliance restrictions and handover notes	FR-01 left tank out of use: isolated and labelled DO NOT USE until the high limit cut-out is replaced. DW-01 in use; the kitchen manager decided pans go through the sink until the rinse element is fitted. Both told to S. Turner, kitchen manager, at 16:50.
Record status	Open
Next action or reason none is needed	Fit the fryer cut-out (by 11 October) and the dishwasher rinse element (by 14 October), then retest both. Combi oven door seal at the next service.
Responsible person	M. Okafor, Marches Catering Services Ltd
Reviewed by	S. Turner, kitchen manager

Reviewer acknowledgement

