

QUARTERLY, SEMI-ANNUAL & ANNUAL TASKS

Restaurant Manager's Sign Off :

Date: _____

Manger Assigned Name	Equipment	Supplier	Time to Complete	PM Card	Task – Refer to the appropriate PM Card. Follow all procedures as described in the PM Card.	Week 1	Week 2	Week 3	Week 4
						Initial & Date	Initial & Date2	Initial & Date3	Initial & Date4
Quarterly Task									
	Back Room Package	Cornelius	15 min	BE52	Sanitize Connectors				
	Egg Cooker	Antunes	30min	GR2	Calibrate cycle time and grill temperature				
	Power Soak Sink	Power Soak	20 min	PH30	Delime machine				
	Reach-in Refrigerators and Freezers	All	10 min*	RF10	Clean condenser coil				
	Chilled Rail	H&K Dallas	15 min	RF12	Clean ventilation louvers				
	Fryer Model MGII and MEII	Pitco	2 hrs*		Boil out fry vats/Verify high-limit controls				
	Fryer	Frymaster	1 hr 45 min*	FR2	Boil out fry vats. Verify high-limit controls/Replace filter o-rings				
	LOV Fryer - Electric, Gas	Frymaster	1 hr 15 min*	FR3	Deep clean jib system				
	LOV Fryer - Electric, Gas	Frymaster	1 hr 15 min*	FR3	Deep clean bulk oil system				
	LOV Fryer - Electric, Gas	Frymaster	25 min*	FR3	Perform high-limit check				
	LOV Fryer - Electric, Gas	Frymaster	5 min*	FR3	Perform O-ring inspection				
	LOV Fryer - Electric	Henny Penny	5 min*	FR5	Check filter system O-rings				
	LOV Fryer - Electric	Henny Penny	1 hr 15 min*	FR5	Deep clean				
	LOV Fryer - Gas	Henny Penny	5 min*	FR6	Check filter system O-rings				
	LOV Fryer - Gas	Henny Penny	1 hr 15 min*	FR6	Deep clean				
	Frozen Fry Dispenser	Franke	10 min	FR10/11	Clean condensor coil				
	Ice Machine X Series	Cornelius	1 hr 15 min*	BE11	Clean air condenser/Clean and sanitize water system				
	ABS	Cornelius	5 min	BE31	Clean pre-cool condenser filter				
	Beverage Tower	Manitowoc	10 min	BE36	Calibrate draw temperature				
	Rethermalizer	Pitco	45 min		Delime rethermalizer tank				
	Milkshake and Soft-serve Machine	Taylor	10 min	SS1/3	Clean non-aluminum air filter/Replace soft-serve mix scraper blades and machine components				
	Milkshake and Soft-serve Machine Model	Taylor	5 min*	SS3	Clean non-aluminum air filter				
	Bun Steamer	Antunes	10 min	PR31	Season steam generators				
	Rapid Toaster	Antunes	15 min*	PR44	Replace belt wraps				
Semi-Annual Tasks									
	Milkshake and Soft-serve Machine	Taylor	5 min	SS1/3	Replace milkshake scraper blades				
	Cream Dispenser	SureShot	20 min	BE9	Clean condensor and cooling fan				
	Fryer	Frymaster	1 hr 15 min*	FR2	Boil out fry vats (gas fryers only)				
	LOV Fryer - Gas	Henny Penny	10 min*	FR6	Clean blowers and vents				
	Frozen Fry Dispenser	Automated Equipm	20 min	FR20	Load cell/sensor calibrations				
	Frozen Fry Dispenser	Automated Equipm	10 min	FR20	Non-contact weighing system calibration				
	Arch Fry Dispenser	Automated Equipm	10 min	FR21	Clean condenser coil				
	Grill	Taylor, Garland	20 min	GR1/3	Inspect cleaned grill stacks				
	Universal Rapid Toaster	Prince Castle	20 min*	PR41	Rotate toaster chambers				
	Club Toaster	Antunes	10 min	PR43	Replace belt wraps				
	Drive-thru Audio Headsets	3M, HME, Panason	15 min	PH40	Inspect and replace disposable parts				
	Heated Landing Zone	Frymaster	10 min*	PR10	Calibrate HLZ				
	High Flow Water Filtration System	Everpure	27 min	BE42	Replace cartridges and check service serge/storage tank pressure				
Annual Tasks									
	Milkshake and Soft-serve Machine	Taylor	20 min	SS1/3	Replace syrup pump tubes and non-aluminum air filter				
	Milkshake and Soft-serve Machine	Carpigiani	20 min	SS2	Replace pump tube				
	Rapid Toaster	Antunes	20 min*	PR44	Lubricate drive chain and idler sprocket bearing				
	Drive-thru Audio Headsets	3M, HME, Panason	10 min	PH40	Inspect and replace batteries				
	Drive-thru Audio Headsets	3M	90 min	PH40	Replace speaker and microphone at Drive-thru order point				
	Drive-thru Audio Headsets	HME, Panasonic	3 hrs	PH40	Replace speaker and microphone at Drive-thru order point				
	Pie Merchandiser	Carter-Hoffman	5 min	PR61	Calibrate merchandiser				
	Back Room Package	Cornelius	5 min	BE33	Replace air filter				
	High Flow Water Filtration System	Everpure	5 min	BE42	Sanitize surge/storage tank				

