



Maintenance Schedule

A maintenance schedule is a plan or schedule that details when works, either major or minor, will be completed.

If you have been asked by an Environmental Health Officer to prepare a maintenance schedule, it generally means that you have significant works to be undertaken to bring your premises up to current standards.

These works can be required simply because of the age of your premises or because you have failed to adequately maintain the cleaning and structural condition of the premises.

Generally, if you are asked to prepare a maintenance schedule, you will also be asked to prepare a cleaning schedule. Maintenance and cleaning go hand in hand, and thus, ensuring that the premises you are operating, is able to produce safe and suitable food.

How do I prepare a maintenance schedule?

The first step in preparing a maintenance schedule is to determine what needs to be done. In determining what works need to be done, you should undertake the following steps.

1. Stand back and look at your premises. You know your premises better than anyone and if you're honest with yourself you will know some of the jobs that need doing. These will be the jobs that you think to yourself, "I'll get to that one day!"
2. Consult the correspondence that has been sent to you from Council's Environmental Health Office. Remember the list that is in your correspondence is only what the Environmental Health Officer observed at the time of your last inspection. It won't necessarily list all of the works required.
3. Compare the fit out and finishes in your premises to the construction requirements for new premises.
4. List all of the things that need doing. That list will now form the basis of a maintenance schedule.

I know what works I need to do, what next?

Now you know what is required, you need to examine the list and make a judgment on each item.

Determine the priority for each of the items.

1. Start by asking yourself if the item will have an immediate impact on food safety, eg.
 - a. A non-operational hand basin will impact on food safety, as staff can't wash their hands.
 - b. Broken tiles on the floor will not have an immediate impact on food safety, but do affect your ability to keep the premises clean.
2. Then look at occupational health and safety issues, those issues that can have a serious effect on your staff and their ability to work safely:
 - a. The microwave used for heating foods is sitting too high on the wall. Staff have a real risk of hurting themselves by spilling or dropping hot items on themselves, as they have to stretch to get items in and out of the microwave.

Once you have given each item a priority, you can then start to determine timeframes.

Your timeframes will be affected by a number of issues, not least, the cost and the ability for you to do the work yourself, or the need to employ a contractor to undertake the works.

You should set a realistic timeframe for each item based on its priority. Sometimes when setting a timeframe, the priority may not be an issue, for example, it is a job you can yourself, you just need to make the time, ie replacing the tap washer at the sink.

Write up your Maintenance Schedule

Once you have determined the works required and the timeframes for each item write up your maintenance schedule. You should place a copy of your schedule in a prominent place within your premises and submit a copy to Council's Environmental Health Unit within the specified timeframe. You will find a blank Maintenance Schedule over the page for you to copy and use when required.

PLEASE NOTE

REGULAR AND THOROUGH MAINTENANCE SAVES TIME AND MONEY IN THE SHORT AND LONG TERM.

Maintenance Schedule

Business Name: _____ Date: _____

Address: _____

Item Number	Item	Works to be undertaken	Who is doing the work?	Date work to be completed	Completed
EG	Exhaust canopy including flue – cleaning	Clean thoroughly	Owner & contractor	1 month	✓
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					