



Monthly Checklist

Facility Name: _____

Date of Visit: _____

PARA		COMPLETE	ACTION REQUIRED	NOT APPLICABLE
1.1	Service Dispensers			
	Automatic Dishwashing Machine			
	BD 2 Manual Dosing Pump			
	Laundry			
	Housekeeping			
1.11	Product Information Sheets are current issue			
1.13	MSDS's are current issue			
1.14	Cleaning Procedure Charts are current			
1.15	Colour Coding Charts are up to date			
1.16	Inventory is up to date			
1.17	Stock Level records are up to date			
1.18	Order Form is up to date			
1.19	Conduct quarterly Kitchen Operations Report			
	August / November / February / May			
	Check Stain Free Powder emergency supply			
1.2	Conduct quarterly Laundry Operations Report			
	September / December / March / June			
	Check JAL Terg emergency supply			
1.21	Conduct quarterly Housekeeping Operations Report			
	October / January / April / July			
1.22	Conduct training session			
	Training records are up to date			
1.23	Check and exchange spray and squeeze bottles			
1.24	Conduct biannual Review of Service Agreement			
	March / September			
1.25	Price List is up to date			

Comments:

Customer Signature: _____