Maintenance records (structural and equipment)

Premises and equipment are to be kept in a good state of repair and working order.

Maintenance program

Task number	Area or equipment to be checked	Check to be done	How often
Example 1	*Cool room*	*Service by technician*	*Yearly*
Example 2	*Dry storage area*	*Visual check for damage*	*Monthly*

Maintenance records (structural and equipment) monthly tasks

CITY OF LOGAN

Premises and equipment are to be kept in a good state of repair and working order. Tick ✓ task number when completed

Date	Task no.	Task no.	Task no.	Task no.	Task no.	Task no.	Task no.	Task no.	Follow-up action	Date follow-up completed	Checked by
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Maintenance records (structural and equipment) yearly tasks

Premises and equipment are to be kept in a good state of repair and working order. Tick ✓ task number when completed

Date	Task no.	Task no.	Task no.	Task no.	Task no.	Task no.	Task no.	Task no.	Follow-up action	Date follow-up completed	Checked by