

**<school name> School Canteen
Maintenance Plan**

Item to be checked	Condition it is in	Action required if any	Date and name of person reporting
Floors			
Walls			
Ceiling			
Ventilation Fan			
Roller Doors			
Lights			
Sinks			
Benches			
Cupboards			
Shelves			
Hand washing area & sink			
Plumbing			
Hot water service			
Taps			
Fridges			
Stoves			
Freezers			

Item to be checked	Condition it is in	Action required if any	Date and name of person reporting
Pie warmers			
Pots & pans			
Storage containers			
Utensils			
Pop Corn Maker			
Toaster Oven			
Electric Wok			
Broom			
Dustpan and brush			
Mop			
Bucket			

Adapted from "Looking after our Kids" and "FoodSafe"