OpsAuditHub opsaudithub.com	DOC ID: **SAF-0272**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **HACCP FDA Food Code & NFPA 96 Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations**	AUDIT FREQUENCY: **Daily Pre-Shift**

Hotel Kitchen Grease Trap Maintenance Log Daily Log Sheet

Operational Scope: This daily log sheet governs the operational monitoring and structural integrity checks of commercial kitchen grease interceptors to prevent sewer blockages, cross-contamination, and fire hazards. Compliance is mandatory for meeting municipal wastewater disposal limits and upholding institutional health standards.

MANDATORY PPE:	Chemical-Resistant Heavy-Duty Nitrile Gloves, Waterproof Neoprene Apron, ANSI Z87.1 Safety Splash Goggles, Non-Slip Waterproof Steel-Toe Boots, Disposable FFP2 Particulate Respirator Mask
PREREQUISITES:	Verify that commercial kitchen equipment connected to the grease trap is powered down or in off-cycle mode. | Ensure adequate ventilation in the under-sink or utility room work zone prior to opening access covers. | Confirm spill containment kit, neutralizing compound, and mop-up supplies are staging-ready adjacent to the trap.

VISUAL INSPECTION & ACCESS SECURITY

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Access Cover & Gasket Seal**	Cover is securely bolted with no structural cracks, and rubber gasket is fully intact to prevent noxious sewer gas leaks.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
2	**External Surface & Surrounding Floor**	Area around the trap base is dry, free from pooling wastewater, and exhibits no signs of exterior weeping or corrosion.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
3	**Inlet and Outlet Piping Connections**	PVC/Cast iron plumbing connectors show zero signs of active seepage, loose couplings, or grease-hardening restrictions.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**

GREASE LAYER & CAPACITY ASSESSMENT

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
4	**FOG (Fat, Oil, Grease) Cap Layer Depth**	Measured floating grease layer does not exceed the 25% rule-of-thumb maximum capacity threshold (less than 2 inches deep).	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
5	**Baffle Wall Integrity**	Internal baffles are securely anchored in place, unobstructed, and not warped, ensuring proper flow separation.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
6	**Submerged Outlet Tee / Flow Control**	Outlet tee is clear of heavy sediment buildup and allows unrestricted greywater discharge downstream.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**

OPERATIONAL SANITATION & CORRECTIVE ACTIONS

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
7	**Manual Skimming & Sediment Removal**	Excess floating solids and bottom sludge have been skimmed/scraped out if scheduled for mid-cycle maintenance.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**
8	**Enzyme / Biological Treatment Dosing**	Automated or manual grease-digesting bacterial additive system is verified active and correctly calibrated per schedule.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**
9	**Vendor Service Log Verification**	If full pump-out occurred, third-party manifest is attached and signed off by the engineering department.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**

Certified Kitchen Steward / Lead Maintenance Tech Signature: _____	**Date / Time:** _____	**Badge / Cert #:** _____
Executive Chef / Director of Engineering Sign-off: _____	**Review Date:** _____	**Audit Status:** [ ] Approved [ ] Rectify

COMPLIANCE NOTICE: This document must be archived for a minimum of 12 months in accordance with workplace safety recordkeeping guidelines.

DIGITAL INSPECTION UPGRADE: Run this audit on mobile/tablet, attach photos & automate compliance records. **Start Free Mobile Audit →**