OpsAuditHub opsauditihub.com	DOC ID: **SAF-0271**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **HACCP FDA Food Code & NFPA 96**	AUDIT FREQUENCY: **Weekly Inspection / Daily Verification**

Hotel Kitchen Grease Trap Maintenance Log Sop Template

Operational Scope: This standard operating procedure establishes mandatory protocols for hotel kitchen grease trap maintenance to mitigate slip-and-fall hazards, foul odor emissions, and severe municipal sewer line blockages. Compliance with this logging standard ensures adherence to local environmental health codes and commercial kitchen fire safety regulations.

MANDATORY PPE:	Chemical-Resistant Nitrile/Neoprene Gloves, Waterproof Safety Boots with Non-Slip Soles, Splash-Proof Chemical Goggles (ANSI Z87.1), Disposable Heavy-Duty Polyethylene Apron, N95 Particulate Respirator (for odor/bioaerosol mitigation)
PREREQUISITES:	Verify that all upstream kitchen equipment (dishwashers, 3-compartment sinks, tilt skillets) are not discharging wastewater. | Ensure adequate mechanical ventilation or portable exhaust blowers are active in the grease trap pit area. | Confirm presence of spill response kit, neutralizing agents, and proper disposal receptacles near the work zone.

PRE-CLEANING ASSESSMENT & STRUCTURAL INTEGRITY

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Access Cover & Gasket Seal**	Cover bolts are intact, structural seal is free of cracks or dry rot, and odor leakage is completely absent.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
2	**Inlet and Outlet Baffles**	Baffles are securely anchored, unobstructed by heavy debris, and showing no signs of corrosive thinning or structural detachment.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
3	**FOG (Fats, Oils, Grease) Layer Depth**	Floating grease layer must not exceed 25% of the total liquid depth capacity of the interceptor unit.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**

INTERCEPTION EXTRACTION & MECHANICAL CLEANING

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
4	**Accumulated Solids & Sludge Removal**	Bottom sludge layer is thoroughly scraped and vacuumed out with no compacted sediment remaining in the basin corners.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**
5	**Internal Wall & Baffle Scrubbing**	Walls and internal baffles are scrubbed clean using approved degreasing agents and hot water flush without damaging protective coatings.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**
6	**Flow Restrictor & Vent Pipe**	Flow control tee and associated exterior vent lines are clear of scale buildup and allow unrestricted air and water movement.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**

POST-SERVICE VERIFICATION & RECORDKEEPING

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
7	**Reassembly & Water Seal Recharge**	Gasket is correctly seated, cover is bolted down to torque specification, and the trap is refilled with clean water to establish an immediate seal.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
8	**Upstream Drainage Flow Test**	Run full flow test from connected sinks to verify rapid drainage and ensure zero backpressure or leakage around the trap cover.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
9	**Waste Manifest & Log Archiving**	Hauler disposal manifest is signed, volume extracted is recorded onOpsAuditHub portal, and physical log sheet is updated.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**

Certified Kitchen Steward / Maintenance Technician 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.

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