

**MONTHLY TASKS**

Restaurant Manager's **Sign Off:** \_\_\_\_\_

**Date:** \_\_\_\_\_

| Manger Assigned Name | Equipment  | Supplier              | *Time Per Machine* |                                | Task – Refer to the appropriate PM Card. Follow all procedures as described in the PM Card. | Week 1         | Week 2         | Week 3          | Week 4          |
|----------------------|--|-----------------------|--------------------|--------------------------------|---|----------------|----------------|-----------------|-----------------|
|                      |  |                       | Prep Time          | PM Card                        |   | Initial & Date | Initial & Date | Initial & Date2 | Initial & Date3 |
| <b>Weekly Tasks</b>  |  |                       |                    |                                |   |                |                |                 |                 |
|                      | Iced Tea Brewer  | Bunn                  | 5 min*             | BE2/6                          | Calibrate brew volume   |                |                |                 |                 |
|                      | Satellite Brewers  | Bloomfield            | 15 min             |                                | Clean and sanitize satellite brewer   |                |                |                 |                 |
|                      | Orange Juice Dispenser                                   | Cornelius             | 6 min              | BE20                           | Sanitize orange juice system/Check orange juice brix  |                |                |                 |                 |
|                      | Non-carbonated Beverage Dispenser                        | Taylor                | 5 min              | BE21                           | Sanitize dispenser  |                |                |                 |                 |
|                      | Blended Ice Machine                                      | Taylor or Multiplex   | 5-10 min*          | BE22                           | Clean blended ice machine   |                |                |                 |                 |
|                      | Bulk Sweet Tea System                                    | Perfection            | 15 min             | BE45                           | Deep clean and sanitize bulk tea system   |                |                |                 |                 |
|                      | Back Room Package  | Cornelius             | 1 min              | BE52                           | Drain Air Reservoir Tank  |                |                |                 |                 |
|                      | Fryer  | Pitco,Frymaster, Henn | 5 min*             | FR2/3                          | Clean behind fryer  |                |                |                 |                 |
|                      | LOV Fryer - Electric, Gas                                | Frymaster, Henny Pen  | 5 min*             | BR3/5/6                        | Clean behind fryer  |                |                |                 |                 |
|                      | Clamshell Grills   | Taylor, Garland       | 10 min*            | GR1/3                          | Clean area behind grills  |                |                |                 |                 |
|                      | Grease Interceptor                                       | All                   | 10 min*            | PH20                           | Empty inside grease interceptor   |                |                |                 |                 |
|                      | Q-ing Oven   | Amana                 | 5 min*             | PH20                           | Clean splatter shield   |                |                |                 |                 |
|                      | Antunes Muffin Toaster MT 12, Wyott Muffin Toaster BT-15 | Antunes, Wyott        | 5 min*             | PR46                           | Clean and sanitize muffin toaster   |                |                |                 |                 |
|                      | Pie Merchandiser   | Carter-Hoffman or Pri | 10-20 min          | PR61 or PI                     | Clean merchandiser  |                |                |                 |                 |
|                      | Milkshake and Soft-serve Machine Model 8634T             | Taylor                | 2 min*             | SS1                            | Clean aluminum air filter   |                |                |                 |                 |
|                      | Milkshake and Soft-serve Machine                         | Taylor, Carpigiani    | 5 min              | SS1/2/3                        | Clean and sanitize hot sundae topping water baths and topping pumps                         |                |                |                 |                 |
|                      | Milkshake and Soft-serve Machine                         | Taylor                | 5 min              | SS1/3                          | Sanitize syrup lines  |                |                |                 |                 |
| <b>Tasks</b>         |  |                       |                    |                                |   |                |                |                 |                 |
|                      | Fryer  | Pitco, Frymaster      | 5 min*             | FR2                            | Calibrate fryer   |                |                |                 |                 |
|                      | LOV Fryer - Electric, Gas                                | Frymaster             | 1 min*             | FR3                            | Calibrate fryer   |                |                |                 |                 |
|                      | Shake/Sundae Machine                                     | Taylor or Carpigiani  | 5 min              | SS1/3 or S                     | 14 day brush cleaning   |                |                |                 |                 |
| <b>Monthly Tasks</b> |  |                       |                    |                                |   |                |                |                 |                 |
|                      | Coffee Brewer  | Bunn, Bloomfield or V | 5 min*             | BE1/3/4 or                     | Calibrate brew temperatures, brew volume, and brew time                                     |                |                |                 |                 |
|                      | Hot Water Dispenser                                      | Bunn                  | 5 min              | BE7                            | Calibrate water temperature and volume  |                |                |                 |                 |
|                      | Cream Dispenser  | Sureshot              | 5 min              | BE9                            | Clean valve assembly  |                |                |                 |                 |
|                      | Ice Machine  | All                   | 30 min*            | BE10/11/<br>13/15/16/<br>17/18 | Delime, clean and sanitize ice machine  |                |                |                 |                 |
|                      | Under-counter Ice Dispenser                              | Cornelius             | 5 min              | BE14                           | Clean and sanitize under-counter ice dispenser  |                |                |                 |                 |
|                      | Ice Machine  | Hoshizaki             | 30 mins            | BE19                           | Clean, rinse and sanitize   |                |                |                 |                 |
|                      | Orange Juice Dispenser                                   | Cornelius             | 5 min              | BE20                           | Clean air filter  |                |                |                 |                 |
|                      | Ice/Drink Dispenser                                      | Cornelius             | 45 min*            | BE30                           | Clean and sanitize ice dispenser  |                |                |                 |                 |
|                      | ABS  | Cornelius             | 5 min              | BE31                           | Clean and sanitize ice hopper and ice chute   |                |                |                 |                 |
|                      | Back Room Package  | Cornelius             | 2 min              | BE33                           | Drain air reservoir tank  |                |                |                 |                 |
|                      | Soft Drink and Ice Dispenser                             | Manitowoc             | 5 min              | BE35                           | Clean and sanitize ice machine/Calibrate draw temperature                                   |                |                |                 |                 |
|                      | High Flow Water Filtration System                        | Everpure              | 2 min              | BE42                           | Replace scale inhibitor cartridge   |                |                |                 |                 |

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|----------------------|-------------------------------------|----------------------|-----------|------------|---|----------------|----------------|-----------------|-----------------|
|                      | Back Room Package                   | Cornelius            | 10 min    | BE52       | Clean and sanitize, Verify water bath level   |                |                |                 |                 |
|                      | Fryer                               | Pitco, Frymaster     | 2 min*    | FR2 or FR  | Calibrate fryer recovery time   |                |                |                 |                 |
|                      | Frozen Fry Dispenser                | Franke, Automated Eq | 2 min     | FR10/11/2  | Clean condenser coil filter   |                |                |                 |                 |
|                      | Clamshell Grill                     | Taylor, Garland      | 30 min*   | GR1/3      | Calibrate grill heat zones  |                |                |                 |                 |
|                      | Power Soak Sink                     | Powersoak            | 5 min     | PH30       | Clean heating element and motor air intake  |                |                |                 |                 |
|                      | Drive-thru Audio Headsets           | 3M, HME, Panasonic   | 10 min    | PH40/41/4  | Inspect and clean   |                |                |                 |                 |
|                      | Soup Cooker                         | Wells                | 30 min    |            | Delime water well and calibrate soup cooker   |                |                |                 |                 |
|                      | Marinator                           | Wells                | 10 min    |            | Check calibration/Perform deliming of the water pan   |                |                |                 |                 |
|                      | Convection Oven                     | Wells, Garland       | 30 min    | PR1/2      | Calibrate oven, Clean oven  |                |                |                 |                 |
|                      | Heated Landing Zone (HLZ)           | Frymaster            | 30 min*   | PR10       | Clean filter screen   |                |                |                 |                 |
|                      | Q-ing Oven                          | Amana                | 10 min*   | PR20       | Clean air filter and calibrate Q-ing oven   |                |                |                 |                 |
|                      | Bun Steamer                         | Prince Castle        | 5 min     | PR30       | Delime bun steamer  |                |                |                 |                 |
|                      | Universal Rapid Toaster             | Prince Castle        | 15 min*   | PR41       | Clean toaster   |                |                |                 |                 |
|                      | Rapid Toaster                       | Antunes              | 1 hr*     | PR44       | Measure temp. of bun landing area/Measure conveyor belt/Replace release                     |                |                |                 |                 |
|                      | Muffin Toaster MT12                 | Antunes              | 30 min*   | PR46       | Calibrate toaster   |                |                |                 |                 |
|                      | Bagel/Muffin Toaster BT-15          | Wyott                | 5 min     |            | Complete intake fan maintenance   |                |                |                 |                 |
|                      | Universal Holding Cabinet (UHC)     | Frymaster            | 1 min*    | PR50       | Calibrate UHC   |                |                |                 |                 |
|                      | Rethermalizer                       | Pitco                | 5 min     |            | Clean rethermalizer   |                |                |                 |                 |
|                      | Grill-side Freezer                  | Franke               | 2 min     | RF1        | Clean condenser coil filter   |                |                |                 |                 |
|                      | Reach-in Refrigerators and Freezers | All                  | 2 min*    | RF10       | Clean condenser filter and check door seals   |                |                |                 |                 |
|                      | Chilled Rail                        | H&K Dallas           | 1 min     | SS2        | Check surface temperature   |                |                |                 |                 |
|                      | Milkshake and Soft-serve Machine    | Carpigiani, Taylor   | 5 min*    | SS1/2 or 3 | Calibrate hot sundae topping temperatures and volumes.                                      |                |                |                 |                 |