Grease Trap Maintenance Log

We recommend keeping at least 3 years of records on site for inspectors

Restaurant name: _____ **Address:** _____

Trap location: _____ **Trap size (gallons):** _____ **Cleaning schedule:** _____

How to Fill Out This Log

Column Header	What to Record
Service Date	The exact month, day, and year the trap was inspected or cleaned.
Pre-Service Depth	Inches of floating grease and bottom solids measured before pumping (proves compliance with the 25% rule).
Volume Removed	Total gallons or pounds of grease, solids, and wastewater removed.
Service Performed	Full pump-out, manual skimming, baffle or tee cleaning, or line jetting.
Serviced By & License #	Name of your licensed liquid waste hauler (and manifest or shipping paper number), or the employee who self-cleaned.
Condition & Notes	Status of baffles, inlet and outlet tees, lid gaskets, and any repairs needed.
Signature	Sign-off from the service technician or manager on duty.

Service Records

Service Date	Pre-Service Depth (in.)	Volume Removed	Service Performed	Serviced By & License #	Condition & Notes	Signature

Under the 25% rule, a grease trap should be cleaned before grease and solids fill 25% of its depth. Check your local requirements.

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Restaurant: _____ Trap location: _____ Page ____

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Restaurant: _____ Trap location: _____ Page ____

Service Date	Pre-Service Depth (in.)	Volume Removed	Service Performed	Serviced By & License #	Condition & Notes	Signature