

**Maintenance Checklist**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **SUN** | **MON** | **TUES** | **WED** | **THURS** | **FRI** | **SAT** |
| **Daily: Complete after Last Session of the day** | | | | | | | |
| Perform hot water solution line purge |  |  |  |  |  |  |  |
| Run a manual rinse down on booth twice |  |  |  |  |  |  |  |
| Run a manual drain activation |  |  |  |  |  |  |  |
| Thoroughly wipe down and clean the inside/outside of the booth concentrating on door frames |  |  |  |  |  |  |  |
| Remove and rinse exhaust filter/sponge & wipe exhaust cover inside and out (leaving cover open overnight) |  |  |  |  |  |  |  |
| Remove and scrub & clean drain filter |  |  |  |  |  |  |  |
| Leave both doors open overnight |  |  |  |  |  |  |  |
| Turn the water off to the booth |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **Week 1** | **Week 2** | **Week 3** | **Week 4** |  |  |  |
| **Weekly: For week of \_\_\_\_ / \_\_\_\_ / \_\_\_\_** |  |  |  |  |  |  |  |
| Remove and rinse heater filters |  |  |  |  |  |  |  |
| Remove and rinse compressor filter |  |  |  |  |  |  |  |
| Remove and rinse ceiling (top) exhaust filter |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Monthly: Complete every month** |  |  |  |  |  |  |  |
| Clean float switch plate and sump pump basin |  | **JAN** | **FEB** | **MARCH** |  |  |  |
| Run a test session to check for any inconsistencies |  | **APRIL** | **MAY** | **JUNE** |  |  |  |
| Perform diagnostic output check |  | **JULY** | **AUG** | **SEPT** |  |  |  |
| Complete detailing of entire unit & inspection of interior components |  | **OCT** | **NOV** | **DEC** |  |  |  |