

**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** |  |  |  |