

SOP: Perform Daily Equipment Checks

This SOP details the process to **perform daily equipment checks** on POS systems, bar taps, fridges, and glass washers. It ensures all equipment is maintained in proper working condition, identifies potential malfunctions early, prevents service interruptions, and maintains a high standard of operational efficiency and hygiene in the establishment.

Scope

This procedure applies to all staff responsible for equipment operations and maintenance within the establishment.

Frequency

Daily, prior to opening and as needed during operation.

Responsibilities

- Opening/shift staff: Execute checks and report any malfunctions.
- Supervisors/Managers: Review checklists, resolve issues, and arrange repairs if needed.

Equipment Checklist

- POS Systems**
 - Power on and ensure all terminals are responsive.
 - Check printer paper/ink and replace as needed.
 - Test card readers and receipt printing.
 - Verify connectivity to central server/network.
- Bar Taps**
 - Open each tap; check for smooth operation and leaks.
 - Test for consistent pour (no sputtering or blockages).
 - Inspect and clean tap handles and nozzles as per hygiene protocol.
- Fridges**
 - Check temperature; ensure it is within safe operating range (**0-4°C / 32-39°F**).
 - Listen for unusual noises (buzzing, rattling).
 - Inspect door seals and clean exterior handles.
 - Check for clean interior and no spoiled items.
- Glass Washers**
 - Run a test cycle; ensure full operation.
 - Check water pressure and temperature.
 - Inspect for residues on cleaned glassware.
 - Refill detergent and rinse solutions if required.

Procedure

1. Before opening, collect the daily equipment checklist.
2. Follow the steps listed under each equipment category.
3. Record any issues or malfunctions, including steps taken.
4. Report unresolved problems immediately to the manager.
5. Sign off on checklist and store record for review.

Documentation

- Completed Daily Equipment Checklists (kept for 30 days).
- Incident reports for any malfunctions found.

Revision History

Date	Version	Description	Author
2024-06-22	1.0	Initial creation	ChatGPT