



## Typical Inspection Checklist

### Routine Inspection

- Owner's Name and Address
- Manager's Name (if applicable)
- Account Number if available
- Service Address if available
- Distribute brochures, handouts, etc. More information can be obtained at [www.foodserviceresource.com](http://www.foodserviceresource.com)
- Observe Best Management Practices
- View Maintenance Records
- Verify that all required fixtures are connected to grease abatement (i.e. grease interceptor)
- Verify that grease abatement device is adequately sized for the connected fixtures per Illinois State Plumbing Code



## Maintenance Logs and Documentation

- Cleaning must be documented in a maintenance log.
- If done by a grease hauler, a copy of his or her manifest must be placed in the grease log.
- Date and approximate volume of FOG waste removed, must be logged.
- Must keep all maintenance documents for at least 3 years.
- Grease hauler's will send a copy of the manifest.
- No manifest=Non-documented cleaning.



## Grease Trap Maintenance Frequency

- Should be cleaned completely after reaching a quarter of the volume
- Traps need to be checked daily
- MUST BE cleaned at least one per week, if not more.

## City of Monmouth Grease Trap Maintenance Fact Sheet

When fats, oils or grease (FOG) enters the sewer lines, it cools, solidifies, and sticks to the insides of the pipes, trapping food particles and other debris. Over time, this solid mass continues to grow until it obstructs the flow of wastewater and causes sewage to back up. The easiest way to solve this problem is to prevent FOG from entering the sewer system.

Grease traps can be effective in controlling the FOG. Proper size, installation, use, and maintenance of a grease trap will ensure separation and retention of FOG from wastewater before it enters the sewer system.

**Grease traps:** These are small devices connected directly to the outgoing drains of sinks inside the restaurant. Grease traps are designed to retain FOG usually from one fixture. Because they hold small quantities of captured FOG, such traps must be cleaned frequently (e.g. daily, weekly)

If not properly cleaned and operated, **FOG** will pass through the trap and into the sewer system, clogging the sewer pipes and creating blockages. The results can be raw sewage overflowing into your kitchen and bathroom areas creating an expensive and unpleasant cleanup.

### Minimum Standards

- Ensure the grease trap is easily accessible for maintenance and inspection
- Do not connect a dishwasher to a grease trap. Hot water will liquefy the grease and carry it through the trap and into the sewer system, possibly clogging the pipes.
- Do not discharge waste from a food waste disposal unit to any grease trap
- Do not make alterations or changes that interfere with normal grease trap functions and operations.
- Grease traps must be properly cleaned and maintained. Cleaning may be performed by your staff or by a licensed grease hauler. Using a licensed grease hauler is the most reliable and preferred option. Regardless of who cleans the trap, follow the procedures listed on the reverse side of this sheet.
- Grease traps shall be cleaned according to the manufacturer's recommended frequency (e.g. weekly, monthly) in addition it shall be pumped by a licensed permitted waste hauler at a minimum of every 90 days.
- Inspect grease trap to determine that all operational parts inside the trap are in good condition and installed properly. You are responsible to adequately maintain and repair your grease trap to assure the trap will operate as designated at all times.
- The direct addition to any enzymes, chemicals, and bacteria treatment to a grease trap is prohibited

## City of Monmouth Grease Trap Maintenance Checklist

- ✓ No use of enzymes, acids, caustics, solvents or emulsifying products when cleaning or maintaining the grease traps
- ✓ Remove lid. If the trap is equipped with baffles, remove them
- ✓ Make sure the flow restrictor on the inflow pipe is present
- ✓ Scoop the accumulated top grease layer out of the trap and deposit in a tight-sealing container for proper-disposal
- ✓ Bail out water in the trap to facilitate cleaning solids from the bottom. Set water aside so you can return it to the trap after cleaning. Note: grease haulers can remove the entire content of the trap using their vacuum style.
- ✓ Remove all the solids from the bottom of the trap, drain liquids from solids and properly dispose them in the trash.
- ✓ Scrape the sides, the lid, and the baffles with a putty knife to remove the grease, and deposit the grease into the same container used for the grease layer.
- ✓ If damages or missing parts are seen repair or replace them as needed to ensure proper working operation
- ✓ Replace lid and baffles
- ✓ Return (or fill) water to grease trap
- ✓ Record grease trap maintenance activities on your log or request a receipt from your grease hauler. Keep records on site for 3 years. Make them available whenever requested by our inspectors. When a waste hauler is used for cleaning, they need to identify the disposal on the record they leave you with.