



## Grease Trap/Interceptor Cleaning & Maintenance Log

**Facility Name:** \_\_\_\_\_ **Phone Number:** (     ) \_\_\_\_\_

**Facility Address:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

**Grease Removal Device Brand:** \_\_\_\_\_ **Grease Removal Device Size (in GPM/Pounds):** \_\_\_\_\_ **GPM** \_\_\_\_\_ **LBS** **Device Location:** \_\_\_\_\_

**Cleaning Company:** \_\_\_\_\_ **Phone Number:** (     ) \_\_\_\_\_ **City, State:** \_\_\_\_\_  
 (if applicable) \*If cleaned out by outside company, please keep all receipts, logs and reports together & on site with this form.

Cleaning Date & Time	Employee or Company	Initial Depth of Grease	Initial Depth of Water	Initial Depth of Solids	Gallons or Pounds Removed	Method of Disposal	Comments / Maintenance Performed
					<input type="checkbox"/> GAL <input type="checkbox"/> LBS		
					<input type="checkbox"/> GAL <input type="checkbox"/> LBS		
					<input type="checkbox"/> GAL <input type="checkbox"/> LBS		
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					<input type="checkbox"/> GAL <input type="checkbox"/> LBS		
					<input type="checkbox"/> GAL <input type="checkbox"/> LBS		

This form should be kept on site and available for inspection for at least 3 years from the latest date on the form.



# Grease Trap/Interceptor Cleaning & Maintenance Log

## Preventing Sewer Backups at Your Food Service Establishment

If your food service establishment discharges fats, oils, or grease (FOG) you are required by the City of Elkhart to install a device (such as a grease trap or interceptor) to eliminate the discharge of FOG. Controlling FOG makes good business sense. A blockage caused by FOG can shut a business down for several days and cost thousands of dollars in lost profits and cleanup expenses. A little preventative maintenance will help ensure that you are in compliance with City Code and avoid this costly problem.

## Sources of Fats Oil and Grease

FOG can come from a variety of sources, many of which we forget contain FOG. Examples include:

Baked Goods	Fried or sautéed Foods	Peanut Butter
Batter	Lard	Popcorn(Buttered)
Butter & Margarine	Mayonnaise	Salad Dressings
Cooking Oil	Meats (including trimmings & skins)	Sauces & Gravy
Dairy Products	Pastries	Shortening

## Recommended Maintenance Schedule

Grease Traps may require inspection and/or cleaning at least 1-2 times per week depending on the amount of grease entering the drains. If the establishment is cleaning the trap too often, the owner should consider modifying employee procedures to reduce the amount of FOG entering the drain or consider installing a larger trap.

Gravity Grease Interceptors (larger concrete tanks, typically located outside of the facility) may require inspection and cleaning quarterly.

For both grease traps and interceptors, the total volume of grease and solids should never exceed 25% of the total volume of the tank. If you can see floating grease, grease deposits or grease build up downstream of your grease trap or interceptor, the frequency of cleanings the grease trap or interceptor should be increased.

## Proper Maintenance Procedure for a Grease Trap

1. Open trap and note how much solids and FOG are in device. Skim floating material into a garbage bag. Bail out water to facilitate cleaning. This water can go back in the trap when cleaning is completed.
2. Remove baffle(s) if possible and then remove the accumulated grease and solids out of the trap or interceptor and deposit them into the same garbage bag. Note depth of accumulated grease.
3. Scrape the sides, the lid, and the baffles inside the trap to remove as much attached grease as possible and deposit the grease into the same garbage bag.
4. If self-cleaning, contact a hauler/recycler to collect the grease or dispose of it into a dumpster.
5. Replace the baffle(s) and fill the trap with water. Replace the lid.
6. Record maintenance performed on the Maintenance Log, including the volume of grease if possible.