



KEEP GREASE OUT OF THE SYSTEM

# RECORD KEEPING FOR MAINTENANCE OF GREASE CONTROL DEVICE(S)

**All food service establishments are required to keep maintenance records for their grease traps, interceptors, and mechanical grease removal devices for a minimum of 3 years. Records must be readily available for review upon request.**



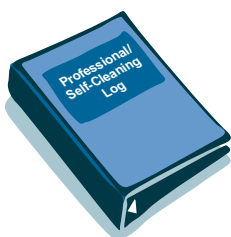
**Failure to maintain records on site for a minimum of three years is a violation of the local sewer ordinance and may result in fines.**

## CLEANING METHOD: PROFESSIONAL GREASE PUMPER

Establish an on-site system to keep maintenance records from your professional grease pumping company. If you have more than one grease control device, you must maintain separate maintenance records for each one.

### RECORDS MUST INCLUDE THE FOLLOWING INFORMATION:

- ◇ Grease hauler name, address, and phone number
- ◇ Date and time of pumping service
- ◇ Name and address of your business
- ◇ Location of each grease control device
- ◇ Size and type of your grease control device
- ◇ Approximate quantity of grease & solid food waste recorded in gallons, inches, or percentages
- ◇ Pumping frequency
- ◇ Any details on structure, maintenance, or repairs
- ◇ Grease disposal location



IMAGES COURTESY OF CITY OF SAN JOSE

## CLEANING METHOD: SELF-CLEANING OF DEVICE(S)

Establish an on-site system to keep maintenance records from the self-cleaning of your grease control device(s). If you have more than one grease control device, you must maintain separate maintenance records for each one.

### RECORDS MUST INCLUDE THE FOLLOWING INFORMATION:

- ◇ Date of grease control device cleaning
- ◇ Name of person who performed the cleaning
- ◇ Location of each grease control device
- ◇ Size and type of your grease control device
- ◇ Approximate quantity of grease & solid food waste recorded in gallons, inches, or percentages
- ◇ Waste removal and disposal method
- ◇ Grease disposal location
- ◇ Any other notes, such as repairs or observations
- ◇ Check out our website for a step-by-step guide: "How To Clean Your Grease Control Device"



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<https://my.spokanecity.org/publicworks/wastewater/business/>  
509-625-4600