*Write down the activities required and a brief description of why and how to perform the activity.*

\* **Activity Code:** **1** – Calibration **2** – Maintenance **3** – Repair   
 **4** – Cleaning / Sanitation **5** – Inspection **6** - Other (Specify)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Employee who performs the activity** | **Equipment/utensil/building the activity is performed on** | **\* Activity code:** | **Brief description of the activity** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor's signature