



Generic Oven Checklist

Daily Task

- ☐ Wipe down oven interior and exterior surfaces with food-safe degreaser.
- ☐ Check temperature accuracy using a calibrated thermometer.
- ☐ Inspect door seals and hinges for wear or misalignment.
- ☐ Clean crumb trays and racks to prevent buildup and fire risk.
- ☐ Visually inspect control panel for error codes or irregularities.

Weekly Tasks

- ☐ Deep clean oven cavity including fan blades (if accessible).
- ☐ Check door gaskets for cracks, brittleness, or gaps.
- ☐ Test safety shut-off mechanisms and alarms.
- ☐ Inspect electrical connections for signs of wear or overheating.
- ☐ Verify steam injection system (if applicable) for proper function.

Monthly Tasks

- ☐ Inspect heating elements or burners for discoloration or uneven heating.
- ☐ Lubricate moving parts such as door hinges, latches, and rotating mechanisms.
- ☐ Calibrate thermostat and timers to ensure baking consistency.
- ☐ Check fire suppression system (if installed) for readiness.

Quarterly Tasks

- ☐ Test and flush steam system to prevent mineral buildup.
- ☐ Review baking performance logs for temperature fluctuations or inconsistencies.
- ☐ Conduct staff refresher training on oven safety and cleaning protocols.
- ☐ Inspect insulation panels for heat leakage or damage.

Annual Tasks

- ☐ Schedule professional inspection and servicing by certified technician.
- ☐ Replace worn components: gaskets, thermocouples, fans, filters.
- ☐ Perform full safety audit including ventilation and compliance checks.
- ☐ Inspect and certify fire suppression system per local regulations.

By following this checklist, you will ensure that your Oven operates safely and efficiently, reducing downtime and extending its lifespan. For any questions or further assistance, please contact ProphetPrep support.