

Frozen Beverage Equipment Preventive Maintenance Checklist

A Shift-Level and Interval Guide for Convenience Store Operators, QSR Managers, and Multi-Site Facility Teams

How to Use This Checklist

Use this checklist to establish a consistent maintenance rhythm for frozen beverage equipment across every shift and every location. Assign shift-level tasks to designated staff at the start of each shift. Schedule interval tasks by day, week, and month and assign them to a specific person or service vendor role - not as a shared responsibility. Retain completed checklists as your service record and review them at each scheduled vendor visit.

For multi-site operators: use the Multi-Site Standards Log in Part 5 to verify that maintenance standards are being consistently applied across all locations.

EQUIPMENT AND LOCATION INFORMATION

Field	Details
Location / Site Name	
Equipment Type	☐ Frozen Carbonated Beverage ☐ Non-Carbonated Slush ☐ Granita ☐ Other
Manufacturer and Model	
Serial Number	
Number of Barrels / Bowls	
Year Installed	
Assigned Service Provider	
Service Provider Contact	

PART 1: SHIFT-LEVEL CHECKLIST

Complete at the start of every shift and at defined intervals during extended operation. These tasks require no specialized tools and take minutes to perform. They are the first line of defense against the conditions that lead to equipment failure and product quality problems.

Product Quality and Consistency

- ☐ Product consistency checked at start of shift - confirmed freezing to correct texture and dispensing smoothly
- ☐ Product color and appearance confirmed normal - no unusual discoloration or separation visible through barrel
- ☐ Taste check completed on first cup of shift - flavor confirmed on-target, no off-flavors, sourness, or flatness detected
- ☐ Mix ratio visually assessed - product not too thin (under-frozen) or too thick (over-frozen) relative to normal operating appearance
- ☐ If product is off-target: mix ratio adjustment attempted per posted instructions. If issue persists after adjustment, report to supervisor or service coordinator same shift.

Dispensing and Nozzles

- ☐ All dispensing nozzles checked for flow restriction - product dispensing at normal speed with no sluggishness or dripping
- ☐ Nozzle exterior wiped down and confirmed free of syrup residue or buildup
- ☐ Drip tray emptied and wiped clean
- ☐ Dispensing handle confirmed operating smoothly - no stiffness, sticking, or resistance
- ☐ No product leaking around nozzle base or dispensing valve when handle is released

Machine Exterior and Environment

- ☐ Machine exterior wiped down - no syrup residue, moisture, or product buildup on surfaces
- ☐ Area around machine base inspected - no pooling liquid, moisture, or product on counter or floor
- ☐ Ventilation clearance confirmed - no merchandise, boxes, or materials stacked against or near machine sides or back
- ☐ Machine display or indicator lights checked - no error codes or warning indicators active
- ☐ Unusual sounds noted - no grinding, rattling, or unusual compressor cycling that was not present previously

Supplies and Product Levels

- ☐ Syrup supply checked and sufficient for remainder of shift
- ☐ CO2 supply confirmed adequate (*carbonated beverage units*)
- ☐ Water supply line confirmed connected and flowing normally (*autofill units*)
- ☐ Cups, lids, and straws stocked at station

Shift start confirmed by: _____ Time: _____

PART 2: DAILY CHECKLIST

Complete once per day - assign to opening shift or a designated daily maintenance role.

Cleaning - Product Contact Surfaces

- ☐ Dispensing nozzles removed and soaked in approved cleaning solution per manufacturer specifications
- ☐ Nozzles rinsed thoroughly and reinstalled - confirmed free of residue
- ☐ Drip tray removed, washed with approved cleaning solution, rinsed, and replaced
- ☐ Dispensing valve and valve seat wiped down with approved cleaning solution
- ☐ All product-contact exterior surfaces cleaned with food-safe cleaner - no syrup film or residue remaining
- ☐ Machine front panel and barrel display area cleaned - product clearly visible through barrel window

Syrup System

- ☐ Syrup lines and connections inspected externally - no drips, moisture, or buildup at connection points
- ☐ Bag-in-box syrup connections confirmed seated correctly (*bag-in-box systems*)
- ☐ Syrup draw rate assessed against normal - product consistency confirmed unchanged from start of shift

Water Filtration (*where installed*)

- ☐ Filter status confirmed - not past replacement interval for current volume
- ☐ No off-flavor or chemical taste detectable in plain filtered water sample

Daily tasks completed by: _____ Date: _____

PART 3: WEEKLY CHECKLIST

Complete once per week. These tasks require slightly more time and attention but remain within the capability of trained location staff.

Air Filter

- ☐ Removable air filter located and accessed per manufacturer instructions
- ☐ Air filter removed and inspected - note dust, debris, or blockage level
- ☐ Filter cleaned per manufacturer recommendation - compressed air, rinsing, or replacement as appropriate
- ☐ Filter reinstalled correctly and confirmed seated

Filter condition noted: ☐ Clean ☐ Light buildup - cleaned ☐ Heavy buildup - cleaned ☐ Replaced

Full Cleaning Cycle

- ☐ Machine powered down or set to cleaning mode per manufacturer instructions
- ☐ Product drained from barrel or bowl completely
- ☐ Barrel, beater or auger, and drive shaft disassembled per manufacturer instructions
- ☐ All disassembled parts washed in warm water with approved mild detergent - no general-purpose kitchen cleaners used
- ☐ All parts rinsed thoroughly - no cleaning solution residue remaining
- ☐ Machine sanitized with approved food-grade sanitizer per manufacturer specifications
- ☐ All moving parts lubricated with manufacturer-recommended food-grade lubricant only - no cooking oils or substitute lubricants used
- ☐ Machine reassembled correctly and returned to service
- ☐ Product loaded and machine confirmed returning to correct freeze consistency within normal cycle time

Gaskets, Seals, and O-Rings

- ☐ All accessible gaskets inspected during weekly disassembly - noted condition below
- ☐ All accessible O-rings inspected - noted condition below
- ☐ Drive shaft seal inspected where accessible - no unusual wear, cracking, or deformation noted
- ☐ Any gasket, O-ring, or seal showing cracking, compression, or surface deterioration - flagged for replacement before next shift

Gasket and seal condition: ☐ Good - all returned to service ☐ One or more flagged - describe:

Mix Ratio Verification

- ☐ Mix ratio checked against defined target parameters for each product
- ☐ CO2 pressure verified within specified range (*carbonated beverage units*)
- ☐ Water flow rate confirmed normal (*autofill units*)
- ☐ Any ratio adjustment made - documented below

Mix ratio status: ☐ Within target ☐ Adjusted - describe: _____

Weekly tasks completed by: _____ Date: _____

PART 4: MONTHLY AND INTERVAL CHECKLIST

Complete monthly or at the intervals specified. Most of these tasks require a qualified service technician.

Water Filtration - Monthly

- ☐ Filter replacement interval reviewed against current volume - not relying on calendar date alone
- ☐ Filter replaced if at or approaching capacity for current use volume
- ☐ Filtered water TDS or quality confirmed within acceptable range where test equipment available

Filter replaced: ☐ Yes ☐ No - interval remaining: _____ Next replacement due: _____

Gasket and Seal Replacement - Quarterly or As Indicated

- ☐ All gaskets, seals, and O-rings inspected by qualified technician
- ☐ Any component showing wear replaced - not deferred to next scheduled visit
- ☐ Drive shaft confirmed operating correctly after seal inspection - no scraping, unusual resistance, or noise
- ☐ Spare gaskets and O-rings confirmed stocked at location for between-visit replacement

Compressor and Refrigeration System - Semi-Annually

- ☐ Condenser coil inspected and cleaned - confirmed free of dust, debris, and buildup
- ☐ Ventilation clearances around unit confirmed meeting manufacturer specifications
- ☐ Compressor operating sounds confirmed normal - no unusual cycling, rattling, or labored operation
- ☐ Machine achieving and maintaining target freeze consistency within normal cycle time
- ☐ Any refrigeration performance concern escalated to service vendor - not deferred

Pre-Season Service - Before Peak Demand (Southeast: Before Memorial Day)

- ☐ Full disassembly and deep cleaning of all product-contact components completed by qualified technician
- ☐ All gaskets, seals, and O-rings replaced regardless of apparent condition
- ☐ Refrigeration system checked - compressor performance, condenser coil condition, refrigerant confirmed
- ☐ Mix ratio calibration verified and adjusted to specification for all products
- ☐ Water filter replaced regardless of remaining interval
- ☐ Machine confirmed achieving target freeze consistency under sustained operation before peak season begins

Pre-season service completed by: _____ Date: _____

PART 5: EARLY WARNING SIGNS - ESCALATE TO SERVICE VENDOR

If any of the following are observed between scheduled service visits, contact your service vendor promptly. Do not defer.

Warning Sign	Most Likely Cause	When to Escalate
Product consistently too thin or watery despite mix ratio adjustment	Mix ratio calibration drift, CO2 pressure issue, refrigeration concern	Same day
Product too thick or over-frozen, dispensing with difficulty	Mix ratio imbalance, thermostat drift	Same day
Machine taking longer than normal to reach target freeze consistency	Scale on refrigeration system, compressor strain, ambient heat load	Within 24 hours
Dispensing noticeably slower than normal	Nozzle blockage, pump issue, product viscosity problem	Same day
Unusual sounds from compressor - labored cycling, rattling, or grinding	Compressor strain, mechanical wear, restricted airflow	Same day
Product leaking around nozzle base or dispensing valve when not in use	Valve seat wear, seal failure	Same day
Moisture or product pooling at base of machine	Internal seal or connection failure	Immediately
Machine not returning to freeze consistency after normal draw-down period	Refrigeration capacity issue, compressor concern, ambient heat	Within 24 hours
Error code or warning indicator active on display	Varies - never clear without identifying cause	Same day - document and report
Off-flavor persisting after full cleaning cycle	Internal buildup beyond surface cleaning, water quality issue	Within 24 hours
Air filter cleaned but machine still running hotter than normal	Condenser coil fouling, ventilation obstruction, compressor issue	Within 24 hours

PART 6: SERVICE DOCUMENTATION LOG

Complete one row per service event. Retain all completed logs as your maintenance record. Add rows as needed.

Date	Visit Type	Tech/ Company	Tasks Completed	Gasket / Seal Condition	Mix Ratio Verified	Filter Replaced	Issues Found	Follow- Up Required	Next Service Due
	☐ Shift ☐ ☐ Daily ☐ ☐ Weekly ☐ ☐ Monthly ☐ ☐ Pre- Season ☐ ☐ Emergency			☐ Good ☐ ☐ Replaced	☐ Yes ☐ No	☐ Yes ☐ No		☐ Yes ☐ No	
	☐ Shift ☐ ☐ Daily ☐ ☐ Weekly ☐ ☐ Monthly ☐ ☐ Pre- Season ☐ ☐ Emergency			☐ Good ☐ ☐ Replaced	☐ Yes ☐ No	☐ Yes ☐ No		☐ Yes ☐ No	
	☐ Shift ☐ ☐ Daily ☐ ☐ Weekly ☐ ☐ Monthly ☐ ☐ Pre- Season ☐ ☐ Emergency			☐ Good ☐ ☐ Replaced	☐ Yes ☐ No	☐ Yes ☐ No		☐ Yes ☐ No	
	☐ Shift ☐ ☐ Daily ☐ ☐ Weekly ☐ ☐ Monthly ☐ ☐ Pre- Season ☐ ☐ Emergency			☐ Good ☐ ☐ Replaced	☐ Yes ☐ No	☐ Yes ☐ No		☐ Yes ☐ No	
	☐ Shift ☐ ☐ Daily ☐ ☐ Weekly ☐ ☐ Monthly ☐ ☐ Pre- Season ☐ ☐ Emergency			☐ Good ☐ ☐ Replaced	☐ Yes ☐ No	☐ Yes ☐ No		☐ Yes ☐ No	

PART 7: MULTI-SITE STANDARDS VERIFICATION LOG

Use during manager visits or quality audits to confirm maintenance standards are being consistently applied across locations. Add rows as needed.

Location	Last Pre-Season Service Date	Air Filter Last Cleaned	Gaskets Last Inspected	Mix Ratio Verified	Water Filter Current	Warning Signs Present	Follow-Up Required
				☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
				☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
				☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
				☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
				☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
				☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
				☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
				☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No