



Grease Traps should be inspected by this facility 1 time a week at a minimum. They must be cleaned when 25% of the trap's operating depth is occupied by fats, oils and settled solids. Use a separate log sheet for each Grease Trap on site.

### GREASE TRAP CLEANING LOG INSTRUCTIONS

1. Fill out top of form with appropriate information
2. Enter date that you either inspect or clean the grease trap
3. Enter an estimated volume of grease removed
4. Note how grease was disposed of (i.e., grease bin, solid waste receptacle, etc.)
5. Signature of authorized person present during above actions.

### HOW TO CLEAN THE GREASE TRAP YOURSELF

1. Line a trashcan with two garbage bags.
2. Place enough kitty litter or floor/oil dry in the bottom of the garbage bags to absorb all the liquids/grease waste that are placed in the trashcan.
3. Pour ice water in the sink connected to the grease trap to allow the grease to coagulate for easier cleaning.
4. Carefully open the grease trap and determine the thickness of grease in inches. Record this information on your log.
5. Remove the baffles (note how parts are installed).
6. Clean and scrap baffles over trashcan.
7. Remove top layer of grease by scooping and disposing of it into lined trashcan.
8. Scrape inside walls.
9. Clean the inlet and outlet of grease trap.
10. Using a strainer, scrape bottom of trap to remove all non-floatable food particles and debris.
11. Flush screens and baffles to ensure movement of water through units.
12. Properly place internal components and close lid.
13. Ensure all liquids have been absorbed by kitty litter or floor/oil dry. Add more if needed.
14. Tie the lined bags and place in solid waste receptacle.

### NEVER...

1. Never use hot water, degreasers or soap to clean the grease trap.
2. Never dispose of grease waste in storm sewer or wastewater sewer.
3. Never use enzymes, bleach or emulsifiers to clean grease trap.
4. Never allow waste in grease trap to reach more than 25% or its capacity.



KEEP THIS FORM IN AN ACCESIBLE PLACE SO THAT IT CAN BE MADE AVAILABLE TO BUREAU PERSONNEL DURING INSPECTIONS OR UPON DEMAND

