

Franchisee Equipment Care Plan

Date: [Insert Date]

To: [Franchisee Name]

From: [Franchisor Name]

Subject: Equipment Care Plan for [Franchise Location]

Dear [Franchisee Name],

We are committed to ensuring that all equipment at your franchise location is maintained to the highest standards. To assist you in achieving this, we have developed the following Equipment Care Plan.

Equipment Maintenance Schedule

- Daily: Clean equipment surfaces and check for any visible damage.
- Weekly: Conduct a thorough inspection and perform any necessary minor repairs.
- Monthly: Complete a detailed maintenance checklist and service major components.

Reporting Issues

If you encounter any issues with the equipment, please report them to our support team immediately at [Support Contact Information].

Training Resources

We encourage you to take advantage of our training resources available at [Link to Resources]. Proper training ensures that you and your team can effectively maintain the equipment.

Thank you for your attention to this important matter. We appreciate your cooperation in maintaining the quality and efficiency of our franchise.

Sincerely,

[Your Name]

[Your Title]

[Franchisor Company Name]