

# Franchisee Equipment Maintenance Guidelines

Date: [Insert Date]

To: [Franchisee Name]

Franchise Location: [Insert Location]

Dear [Franchisee Name],

We value your partnership and are committed to supporting your success. Proper maintenance of your franchise equipment is crucial for ensuring smooth operations and maximizing efficiency. Below are the essential equipment maintenance guidelines that you must follow:

## 1. Daily Maintenance:

- Check all equipment for functionality before opening.
- Clean surfaces and remove any debris.
- Inspect hoses and connections for leaks.

## 2. Weekly Maintenance:

- Lubricate moving parts as per the manufacturer's recommendations.
- Perform thorough cleaning of all machines.
- Check electrical connections for safety.

## 3. Monthly Maintenance:

- Review equipment manuals for specific maintenance tasks.
- Replace filters and any worn parts.
- Schedule a professional inspection if required.

Adhering to these guidelines will help prolong the life of your equipment and enhance customer satisfaction. If you have any questions or require further assistance, please do not hesitate to reach out to our support team.

Thank you for your attention to these important maintenance practices.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]