

SMM 10.3.5 Steward Critical Equipment and Maintenance Form

Procedure

- The Chief Steward is responsible to report malfunctioning or broken equipment to the Chief Engineer or 1st Assistant Engineer.
- The Chief Steward is responsible to assist the Chief Engineer in tracking Steward Department maintenance.
- The maintenance planned should be coordinated between departments.
- Maintenance Reports shall list the work completed by the department during the month and the work proposed for the next period.
- The Maintenance Reports shall be submitted to the UWMAROPS office and a copy retained by the Master.
- During scheduled maintenance periods for the vessel, the requirement for monthly critical equipment forms may be suspended with approval from the Port Captain.
- The Chief Steward shall give a monthly maintenance and status report of the following Critical Systems:

Critical Equipment and Systems

	Condition (SAT, SAT *, UNSAT)	Notes, Recommendations (attach additional sheets if necessary)
Laundry Services		
Linen Locker		
Food Refrigeration Lockers		
Dry Stores		
Cooking Facilities		
Exhaust, Gaylord System, annual cleaning Date serviced _____ Date due _____		

Gaylord FFSS annual service Date serviced _____ Date due _____		
Dishwashing Facilities Annual service Date serviced _____ Date due _____		
Dishwashing Ecolab Annual service Date serviced _____ Date due _____		
Mess deck and equipment		

Date: _____

Monthly Maintenance Steward Department, including engineering work on galley systems

Work completed during the month:

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

Work planned for completion during next month:

1.	
2.	
3.	
4.	
5.	
6.	

7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	

Date_____

Chief Steward printed name and signature

Master printed name and signature

This form shall be filed in Sinex and emailed to MarOps by the Master.
