

THE GRAVITY SYSTEM | GRV-FM
THE GRAVITY RESTAURANT LEADERSHIP SYSTEM

The Gravity Facilities & Maintenance System

A complete operating system for equipment readiness, facility care, repair control, preventive maintenance, service vendors, downtime, capital planning, and management verification.

EDITABLE FORMS LIBRARY

GRV-FM01-GRV-FM30 | Complete Elite Release | Founding Year Free Access

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How to Use These Forms

- Use one form per controlled event, review, or decision.
- Complete the owner, date, source, decision, next action, and verification fields.
- Keep completed forms in the approved evidence folder.
- Do not use these forms to bypass qualified legal, safety, food-code, payroll, HR, engineering, accounting, or professional review.

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GRV-FM01 | Facility Asset Register

Owner: Facilities Owner **Frequency:** At setup; quarterly

Purpose: Creates one controlled list of critical building, equipment, utility, and service assets.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-FM02 | Equipment Criticality & Risk Ranking

Owner: GM / Facilities Owner **Frequency:** Quarterly

Purpose: Ranks assets by service impact, safety dependency, downtime cost, food loss risk, and replacement urgency.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

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GRV-FM03 | Facility Responsibility Map

Owner: Owner / GM **Frequency:** At setup; on change

Purpose: Names who owns daily condition, repairs, vendor contact, approvals, and follow-up for each area.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

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GRV-FM04 | Approved Vendor & Service Contact Register

Owner: GM **Frequency:** At setup; quarterly

Purpose: Controls approved repair vendors, emergency contacts, warranty contacts, and service-level notes.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

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GRV-FM05 | Maintenance Budget & Approval Matrix

Owner: Owner / GM **Frequency:** Quarterly; on change

Purpose: Defines spending authority, approval thresholds, emergency exceptions, and documentation requirements.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

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GRV-FM06 | Daily Facility Walk Checklist

Owner: Manager on Duty **Frequency:** Daily

Purpose: Verifies guest areas, restrooms, entrances, parking, lighting, temperature, visible damage, and urgent hazards.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

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GRV-FM07 | Opening Equipment Readiness Check

Owner: Opening Manager / Kitchen Manager **Frequency:** Every opening shift

Purpose: Confirms essential kitchen, bar, service, POS-adjacent, refrigeration, and holding equipment readiness before service.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

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GRV-FM08 | Closing Facility Condition Log

Owner: Closing Manager **Frequency:** Every closing shift

Purpose: Records end-of-day physical condition, unresolved repair needs, locked areas, shut-down tasks, and next-day warnings.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

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GRV-FM09 | Restroom & Guest-Area Condition Audit

Owner: FOH Manager **Frequency:** Daily and peak periods

Purpose: Protects guest trust by verifying high-visibility facilities, odor, cleanliness, supplies, lighting, and repair needs.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

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GRV-FM10 | BOH Condition & Workflow Safety Review

Owner: Kitchen Manager **Frequency:** Weekly

Purpose: Reviews prep, line, dish, storage, flooring, traffic flow, equipment placement, drainage, and workflow hazards.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

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GRV-FM11 | Preventive Maintenance Calendar

Owner: Facilities Owner **Frequency:** Monthly

Purpose: Schedules planned maintenance by asset, vendor, owner, interval, evidence, and next due date.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-FM12 | Refrigeration & Cold-Holding Equipment Service Log

Owner: Kitchen Manager **Frequency:** Weekly; per service

Purpose: Tracks condition, service work, temperatures as supporting evidence, door seals, coils, gaskets, and repair history.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

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GRV-FM13 | Cooking Equipment Care & Service Log

Owner: Kitchen Manager **Frequency:** Weekly; per service

Purpose: Controls cleaning, calibration support, service history, repair symptoms, and operating condition of cooking equipment.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

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GRV-FM14 | HVAC, Hood & Ventilation Service Record

Owner: Owner / Facilities Owner **Frequency:** Monthly; per service

Purpose: Tracks HVAC comfort, hood performance, filter service, vendor inspections, and unresolved airflow concerns.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

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GRV-FM15 | Dish Machine & Warewashing Equipment Readiness Log

Owner: Kitchen Manager **Frequency:** Daily; weekly review

Purpose: Confirms operating condition, leaks, service needs, rack flow, chemical-feed issues, and escalation path.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

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GRV-FM16 | Repair Request Intake Form

Owner: Any Manager **Frequency:** Per issue

Purpose: Captures the problem, severity, location, photo/evidence link, impact, temporary control, owner, and due date.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

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GRV-FM17 | Repair Priority & Approval Decision

Owner: GM / Owner **Frequency:** Per material repair

Purpose: Prioritizes repairs by guest impact, safety, food loss, downtime, cost, and business continuity.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

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GRV-FM18 | Downtime & Service Interruption Log

Owner: Manager on Duty **Frequency:** Per interruption

Purpose: Records equipment or facility downtime, service effect, workaround, lost product/time, and verification of recovery.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

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GRV-FM19 | Vendor Service Work Verification

Owner: Receiving Manager / GM **Frequency:** Per vendor visit

Purpose: Confirms what was serviced, parts used, invoice match, remaining issue, warranty note, and next action.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

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GRV-FM20 | Warranty, Lease & Service Contract Tracker

Owner: GM / Finance Owner **Frequency:** Quarterly

Purpose: Tracks warranty periods, lease obligations, contracted service terms, expiration dates, and renewal decisions.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

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GRV-FM21 | Capital Replacement Watchlist

Owner: Owner / GM **Frequency:** Quarterly

Purpose: Identifies assets nearing replacement by age, repair history, downtime, parts availability, and service risk.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

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GRV-FM22 | Repair-vs-Replace Decision Worksheet

Owner: Owner / GM **Frequency:** Per major asset decision

Purpose: Compares repair cost, replacement cost, downtime, expected useful life, risk, financing, and timing.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

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GRV-FM23 | Facility Improvement Project Charter

Owner: Owner / GM **Frequency:** Per project

Purpose: Defines scope, purpose, budget, owner, approval, schedule, guest/staff impact, dependencies, and success measure.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

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GRV-FM24 | Renovation / Disruption Control Plan

Owner: Project Owner **Frequency:** Per disruption

Purpose: Controls service continuity, communication, safety, staging, contractor access, operating limits, and reopening checks.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

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GRV-FM25 | Annual Facility Renewal Roadmap

Owner: Owner / GM **Frequency:** Annual

Purpose: Converts facility condition, repairs, guest impact, and capital needs into a staged renewal plan.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-FM26 | Weekly Open Repair Review

Owner: GM Frequency: Weekly

Purpose: Reviews open repair requests, status, risk, due dates, costs, owner action, and blocked items.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-FM27 | Monthly Facility Scorecard

Owner: Owner / GM **Frequency:** Monthly

Purpose: Scores readiness, open repairs, downtime, vendor response, capital risk, and repeated physical-condition failures.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

Control note: Use the approved version of this form. Record facts before judgment, name the source, and route regulated or sensitive issues through qualified review.

GRV-FM28 | Maintenance Corrective Action Log

Owner: Facilities Owner **Frequency:** Per failure

Purpose: Closes repeated failures with cause, action, evidence, owner, due date, and verification.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

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GRV-FM29 | Quarterly Facility Audit & Photo Record

Owner: GM / Owner Frequency: Quarterly

Purpose: Creates a documented physical-condition record by area, asset class, issue level, correction, and follow-up.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

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GRV-FM30 | 90-Day Facility Control Improvement Plan

Owner: Owner / GM **Frequency:** Quarterly

Purpose: Turns the highest facility risks into a controlled 90-day improvement plan with milestones and verification.

Field	Entry
Restaurant / location	
Date / period	
Prepared by	
Source / evidence used	
Current condition / issue	
Required standard	
Impact / cost if ignored	
Decision / action	
Owner	
Due date	
Verification evidence	
Next review	

Management review: Reviewed by _____ Date _____ Decision / follow-up _____

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