

# Asset Maintenance Log Sheet

Asset Name:	_____	Asset ID/Serial Number:	_____
Location:	_____	Department:	_____
Manufacturer:	_____	Model:	_____
Purchase Date:	_____	Warranty Expiry:	_____

## Maintenance Records

Date	Type of Maintenance	Description of Work	Performed By	Next Scheduled	Remarks
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

## Important Notes

- Always record each maintenance activity as soon as it is completed.
- Ensure accurate entry of dates, personnel, and descriptions for traceability.
- Use this document to help track warranty coverage and plan future maintenance.
- Securely store completed sheets for compliance and audit purposes.
- Update the log sheet when there is a change in asset status, location, or ownership.