

Preventive Maintenance Checklist

Equipment/Asset Name:

Asset ID / Serial Number:

Location:

Scheduled Date:

Technician:

Checklist

Task	Completed (âœ“/âœ—)	Notes
Visual inspection for signs of wear or damage	_____	_____
Clean all accessible surfaces and components	_____	_____
Check fluid levels (oil, coolant, etc.)	_____	_____
Lubricate moving parts as recommended	_____	_____
Tighten loose bolts, screws, and fasteners	_____	_____
Inspect electrical connections and wiring	_____	_____
Test operation after maintenance	_____	_____

Comments/Recommendations

Technician Signature:

Supervisor Approval:

Important Notes

- Always follow manufacturer recommendations for preventive maintenance tasks and intervals.

- Accurately record all findings and actions taken during maintenance.
- Report any issues, damages, or abnormalities immediately to supervisors.
- Keep completed checklists on file for future reference and audits.
- Ensure only authorized personnel perform maintenance activities.