

Preventive Maintenance Checklist

Equipment/Asset Name:

Asset ID / Serial Number:

Location:

Scheduled Date:

Technician:

Checklist

Task	Completed (<input type="checkbox"/> / <input type="checkbox"/>)	Notes
Visual inspection for signs of wear or damage	<div></div>	<div></div>
Clean all accessible surfaces and components	<div></div>	<div></div>
Check fluid levels (oil, coolant, etc.)	<div></div>	<div></div>
Lubricate moving parts as recommended	<div></div>	<div></div>
Tighten loose bolts, screws, and fasteners	<div></div>	<div></div>
Inspect electrical connections and wiring	<div></div>	<div></div>
Test operation after maintenance	<div></div>	<div></div>

Comments/Recommendations

Technician Signature:

Date:

Supervisor Approval:

Date:

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.