

# Maintenance Log Sheet

Equipment Name

Equipment ID

Location

Department

## Maintenance Records

Date	Time	Description of Maintenance	Performed By	Remarks	Supervisor Review

## Important Notes

- Ensure all maintenance activities are logged immediately after completion.
- Include detailed descriptions to track issues and recurring problems.
- Supervisory review is required for each maintenance entry.
- This log should be retained as official documentation for audits and compliance purposes.
- Regular review helps in predictive maintenance and reduces equipment downtime.