

Preventive Maintenance Report

General Information

Report Date	<div></div>	Report No.	<div></div>
Equipment Name	<div></div>	Asset/Serial No.	<div></div>
Location	<div></div>	Department	<div></div>

Maintenance Details

Date of Maintenance	<div></div>	Time	<div></div>
Maintenance Type	Preventive		
Performed By	<div></div>		
Supervisor/Verified By	<div></div>		

Checklist / Tasks Performed

Task Description	Status	Remarks
1. Visual Inspection	<div>Done</div> <div>N/A</div>	<div></div>
2. Lubrication	<div>Done</div> <div>N/A</div>	<div></div>
3. Cleaning	<div>Done</div> <div>N/A</div>	<div></div>
4. Replace Worn Parts	<div>Done</div> <div>N/A</div>	<div></div>
5. Functional Testing	<div>Done</div> <div>N/A</div>	<div></div>
Other:		

Comments / Observations

Technician's Signature

Supervisor's Signature

Important Notes

- Always ensure all preventive maintenance tasks are thoroughly performed and documented.
- All unusual findings or corrective actions required should be clearly mentioned in the comments section.
- Report must be signed by both technician and supervisor for verification.
- Attach additional pages or records if more space is needed.
- Retain this report as an official maintenance record.