

Asset Maintenance Checklist Form

Asset ID:

Asset Name:

Location:

Date:

Performed By:

Maintenance Checklist

No.	Task Description	Status (Yes/No/N.A.)	Remarks
1	Visual inspection for damage or wear		
2	Check and clean asset exterior		
3	Inspect and replace consumables (filters, oil, etc.)		
4	Test operational functionality		
5	Inspect safety features		
6	Record meter readings (if applicable)		

Next Maintenance Date:

General Remarks:

Inspector Signature:

Time:

Important Notes:

- This form should be completed after every scheduled maintenance activity.
- All checklist items must be reviewed and filled out honestly.
- Attach supporting documents or photos if available.
- Retain completed forms for audit and compliance purposes.
- Report any issues found during inspection to the relevant department immediately.

