

Equipment Service History Document

Equipment Information

Equipment Name: Generator Set
Model Number: GEN-450X
Serial Number: 7543-210876
Location: Building A, Utility Room 3
Owner / Department: Facilities Management
Installation Date: 2020-04-17

Service History

Date	Service Description	Performed By	Service Report #	Remarks
2024-01-10	Quarterly inspection, oil filter replaced	John Smith	SR-2024-001	No issues detected
2023-10-07	Annual preventive maintenance, parts lubrication	Jane Lee	SR-2023-089	Recommended battery replacement next cycle
2023-06-12	Emergency repair - starter motor replaced	Mark Davis	SR-2023-052	Equipment back in operation
2023-01-18	Quarterly inspection, coolant top-up	Jane Lee	SR-2023-007	All parameters normal

Important Notes

- Ensure all service entries are documented accurately with dates and details.
- Maintain updated records to support warranty and compliance requirements.
- Attach supporting documents (service reports, receipts) if needed.
- Regularly review service history to identify recurring issues or patterns.
- Only authorized personnel should complete and sign service records.