

Maintenance Activity Log

Document No.: MA-2024-001
Location: Main Facility - HVAC
Date: 2024-06-26
Prepared By: John Smith
Department: Maintenance

Activity Log

Date	Time	Equipment/Area	Description of Activity	Performed By	Status	Remarks
2024-06-25	10:00	AC Unit 3	Replaced air filters	J. Smith	Completed	-
2024-06-25	11:30	Pump #2	Lubricated bearings	S. Lee	Completed	Normal operation
2024-06-25	14:00	Generator	Annual inspection	M. Lim	In Progress	Awaiting test results

Signatures

Prepared By: _____
Reviewed By: _____
Date: _____

Important Notes

- Ensure all maintenance activities are accurately and promptly logged.
- Include sufficient detail for each activity to allow future traceability.
- Logs should be reviewed regularly by the responsible supervisor or manager.
- Manual alterations must be initialed and dated by the person making the change.
- Store this document securely as part of maintenance records for audit purposes.