

# 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.