

Maintenance Record Log Sheet

Asset Name: _____

Asset/Equipment ID: _____

Location: _____

Department: _____

Responsible Person: _____

Maintenance Log

Date	Description of Maintenance Performed	Performed By	Parts Replaced/Used	Next Scheduled Maintenance	Remarks	Signature

Important Notes

- Ensure all maintenance activities are thoroughly documented for record-keeping and compliance.
- Review the log regularly to track maintenance history and plan future servicing.
- Signatures by responsible personnel are necessary for accountability and verification.
- Keep this document accessible to maintenance staff and management.
- Update the log immediately after each maintenance activity.