

Preventive Maintenance Report

Report ID	PMR-2024-001	Date	2024-06-20
Equipment Name	HVAC Unit #3	Location	Building A - Rooftop
Performed By	John Doe	Department	Maintenance

Maintenance Checklist

Task Description	Status	Remarks
Inspect electrical connections	Completed	No issues found
Check coolant level	Pending	Requires refill
Lubricate moving parts	Completed	-
Clean air filters	Completed	Replaced filter

Observations / Issues Found:

Low coolant level detected. Recommendation to refill within the next service.

Corrective Actions Taken:

Air filter replaced. Lubricated all moving parts. No major issues found.

Supervisor Name	Jane Smith	Signature	_____
Date Reviewed	2024-06-20		

Important Notes

- Ensure all information is accurate and up-to-date before submission.
- Maintain this record for future reference and audit purposes.
- Any unresolved issues should be communicated to the supervisor promptly.
- Preventive maintenance helps reduce breakdowns and prolong equipment life.
- Regular report completion is essential to an effective maintenance program.