

Asset Maintenance Log

Daily Maintenance Tracking Format

Date	Asset ID	Asset Description	Maintenance Activity	Performed By	Status	Remarks	Next Scheduled
2024-06-12	AS-1023	Generator A	Oil Level Check	Sam Lee	Completed	No issues found	2024-06-13
2024-06-12	AS-1098	HVAC Unit 2	Filter Cleaning	Tina Ray	Completed	Filter replaced	2024-06-15
2024-06-12	AS-1006	Pump Station	Pressure Test	Abdul R.	Pending	Awaiting parts	2024-06-13

- Ensure all maintenance tasks are recorded promptly and accurately for proper asset lifecycle management.
- Regular review of the log helps in identifying recurring issues and planning preventive maintenance.
- This document should be accessible to authorized personnel only for updates and review.
- Include supporting documents or photos where necessary for reference during audits or inspections.