

Asset Maintenance Log

Equipment Downtime Log Format

Asset Name: _____

Asset ID/Serial No.: _____

Location: _____

Department: _____

Date/Time of Downtime	Reported By	Description of Issue	Downtime Start	Downtime End	Total Downtime (hrs)	Action Taken / Repair Details	Technician	Status (Resolved/Pending)	Remarks
2024-06-05 09:15	J. Smith	Overheating detected	09:15	11:45	2.5	Cooling fan replaced	M. Perez	Resolved	-
2024-06-08 13:30	K. Lee	Power failure	13:30	15:10	1.7	Replaced fuse	R. Ahmed	Resolved	-
2024-06-12 17:50	L. Tran	Strange noise from motor	17:50	Pending	-	Inspection scheduled	A. Brown	Pending	Awaiting parts

Important Notes:

- Ensure all downtime events are logged immediately for accurate tracking.
- Record clear and detailed descriptions of issues and repairs.
- Monitor unresolved issues to minimize future equipment downtime.
- Review logs regularly to identify recurring problems and plan preventative maintenance.