

Asset Maintenance Log: Service History Record

Asset Name:
Forklift Model E250
Asset Tag/ID:
FLK-02345
Location:
Warehouse B2
Department:
Logistics
Manufacturer:
Lifteq Industries
Serial Number:
SN-E250-789123
Date Acquired:
2021-06-12
Warranty End:
2024-06-12

Service History

Date	Description of Service	Service Provider	Technician/Contact	Notes/Findings
2022-03-21	Quarterly inspection; replaced hydraulic fluid	PrimeTech Services	James Nolan	N/A
2022-09-10	Battery replacement and charging system check	Vendor Service Team	Angela Cruz	Old battery disposed
2023-01-13	Repair: Forklift mast alignment	EquipRepair Inc.	Mike Lee	Alignment issue resolved, monitor for future wear
2023-06-23	Preventive maintenance check	PrimeTech Services	Carl Dorsey	All systems functional
2024-02-17	Emergency repair: Wheel bearing replacement	EquipRepair Inc.	Sarah Young	Replaced right wheel bearing; check again in 6 months

Important Notes:

- Always record each maintenance or service event promptly and in detail.
- Accurate logs improve equipment lifespan and help meet compliance requirements.
- Include supporting documents (invoices, reports) when available.
- Review and update the service log regularly for audit readiness.
- Assign responsibility for maintaining and reviewing this log.