

Asset Maintenance Log

Weekly Maintenance Tracking Sheet

Asset Name
Generator Unit #2

Asset ID
GEN-2023-14

Location
Building B - Basement

Manufacturer
PowerPro Inc.

Model
PP400X

Responsible Staff
James R.

Date	Maintenance Performed	Performed By	Observations/Findings	Next Action/Notes	Signature
2024-05-06	Checked oil level, inspected filters	S. Miller	Oil level full, filters clean	No action required	
2024-05-13	Tested battery, inspected wiring	J. Rivera	Battery voltage normal, no faults found	Re-test in 1 week	
2024-05-20	Top-up coolant, cleaned area	S. Miller	Coolant topped up, area clear	Monitor coolant usage	

Important Notes:

- Ensure updates are made immediately after each maintenance activity.
- All maintenance should be performed by authorized and trained personnel.
- Keep log sheets readily accessible for audits and compliance checks.
- Record all observations, even if no issues are found.
- Obtain signature for accountability and verification.