

Asset Maintenance Log

Asset Information

Asset Name	_____	Asset ID	_____
Location	_____	Manufacturer	_____
Model	_____	Serial Number	_____
Date of Purchase	_____	Department	_____

Maintenance Log Entries

Date	Description of Work Performed	Technician Name	Parts Replaced / Used	Next Scheduled Maintenance	Remarks
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Important Notes

- All maintenance work should be logged immediately after completion for accurate tracking.
- Include detailed descriptions, especially if non-routine work or replacement parts are involved.
- This log helps ensure compliance with safety, warranty, and regulatory requirements.
- Only trained and authorized personnel should undertake and record maintenance activities.
- Regular review of this log can help identify recurring issues or schedule preventive maintenance.