

Digital Asset Maintenance Log Format

Equipment Information

Equipment Name: _____

Asset ID: _____

Location: _____

Department: _____

Manufacturer: _____

Model/Serial No.: _____

Maintenance Log

Date	Performed By	Type of Maintenance	Description/Work Done	Status	Next Scheduled Maintenance	Remarks
____/____/____	_____	Routine / Repair / Update	_____	Completed / Pending	____/____/____	_____
____/____/____	_____	Routine / Repair / Update	_____	Completed / Pending	____/____/____	_____

Approvals

Reviewed By: _____

Date: ____/____/____

Signature: _____

Important Notes

- Ensure all maintenance activities are logged immediately after completion.
- Include as many specific details as possible for each maintenance entry.
- Regularly review and update the log to maintain accurate history.
- Retain digital and physical copies as per organizational compliance.
- Only authorized personnel should make entries or approve maintenance records.