

Equipment Asset Maintenance Checklist

Document No.:
Asset Name:
Location:

Date:
Asset ID / Serial No.:
Responsible Person:

Checklist

No.	Maintenance Task	Frequency	Checked (✓/✗)	Remarks
1	Visual inspection for damage, wear, and tear	Monthly		
2	Clean surface and components	Monthly		
3	Lubricate moving parts	Quarterly		
4	Check electrical connections	Quarterly		
5	Test operation/functionality	Monthly		
6	Replace consumable parts (filters, belts, etc.)	As Needed		
7	Record meter readings	Monthly		
8	Verify calibration/accuracy	Annually		

Maintenance Performed By

Name	Signature	Date

Important Notes

- This checklist should be updated regularly to reflect specific asset requirements.
- All completed maintenance tasks must be signed and dated by the responsible personnel.
- Keep this document as part of the asset’s maintenance records for compliance and audit purposes.
- Any detected issues should be reported immediately and corrective actions documented.
- Customize tasks and frequency according to manufacturer recommendations and operational needs.