

# Machinery Maintenance Logging

## Excel Template Sample

Date	Machine ID	Machine Name	Location	Maintenance Type	Description of Work	Technician	Parts Used	Next Scheduled	Remarks
2024-06-05	MX1001	Hydraulic Press	Plant A - Section 1	Preventive	Checked oil level & replaced filter	John D.	Oil Filter	2024-07-05	-
2024-06-10	CR202	Conveyor Belt	Plant B - Section 3	Corrective	Replaced worn belt segment	Susan K.	Belt Segment	2024-09-10	Urgent: monitor tension
2024-06-12	LT303	Lathe Machine	Plant C - Bay 2	Inspection	Routine safety inspection completed	Alex R.	-	2024-07-12	All clear

## Important Notes

- Regularly update maintenance logs to ensure accurate records for audits and planning.
- Include detailed descriptions for each maintenance activity for future reference.
- Log both preventive and corrective maintenance actions to track machine reliability.
- Maintain records of parts used and technician names for accountability and inventory management.
- Schedule periodic reviews of logged data to detect recurring issues or patterns.