

Monthly Asset Maintenance Tracking Sheet

Machinery

Month: _____ Year: _____

#	Asset ID	Machine Name	Location	Last Maintenance Date	Current Month Inspection Date	Maintenance Type	Issues Detected	Action Taken	Next Maintenance Due
1	MC-0123	Hydraulic Press	Plant 1 - Bay A	2024-05-10	2024-06-07	Routine	None	Standard checks completed	2024-07-10
2	MC-0248	Lathe Machine	Plant 1 - Bay C	2024-05-13	2024-06-10	Preventive	Oil Leakage	Seal replaced, oil refilled	2024-07-13
3	MC-0379	Conveyor Belt	Warehouse 2	2024-05-22	2024-06-12	Corrective	Belt misalignment	Re-aligned, screws tightened	2024-08-01
4	MC-0451	Air Compressor	Plant 2 - Utility Area	2024-05-15	2024-06-13	Routine	Filter clog	Filter cleaned	2024-07-15



Important Notes

- Ensure all maintenance activities and findings are documented promptly and accurately.
- Track recurring issues or breakdowns to identify underlying problems.
- Always schedule and follow up on next maintenance due dates to avoid unexpected failures.
- Keep asset identification and location details updated for efficient tracking and response.
- Review and sign off on maintenance sheets by a supervisor or responsible authority.