

Asset Maintenance Log Form

Asset Information

Asset Name		Asset ID / Serial No.	
Location		Department	
Manufacturer		Model	
Purchase Date		Warranty Expiry	

Maintenance Log

Date	Maintenance Type (Preventive/Corrective)	Description of Activity	Parts Replaced	Technician Name	Remarks	Signature

Important Notes

- Complete all fields accurately for every maintenance activity.
- Retain this form for audit and compliance purposes.
- Immediate reporting of critical faults helps ensure asset reliability.
- Proper signatures are mandatory for validation of each entry.
- Regular and up-to-date logs support effective asset management and safety.