

# Scheduled Maintenance Log Format

## Plant Machinery

Date	Machine Name / ID	Location	Maintenance Type	Description of Work	Serviced By	Next Due	Remarks
2024-06-12	Compressor #4	Section B	Preventive	Changed oil, cleaned filter	J. Smith	2024-09-12	OK
2024-05-29	Palletizer #2	Packing Area	Corrective	Replaced faulty sensor	M. Lee	2024-07-29	Parts ordered
2024-06-02	Pump #1	Utility Room	Preventive	Lubrication, checked alignment	S. Patel	2024-09-02	All checks passed

### Important Notes:

- Always record maintenance activities immediately after completion.
- Keep detailed descriptions to ensure traceability and accountability.
- Retain logs for audit and compliance purposes.
- Regular review of the log helps in identifying recurring issues.
- Update next due date promptly to ensure no scheduled maintenance is missed.