

Equipment Maintenance Checklist

I. Equipment Information

Equipment Type

Machine Name:	
Serial Number:	
Model:	
Location:	

Maintenance Contact

Technician Assigned:	
Contact Number:	

II. Inspection Tasks

Inspection Task	Description	Status
Motor Function	Verify that the motor operates without unusual noise or vibration. If irregularities are found, mark them for further inspection.	<input type="checkbox"/> Pending <input type="checkbox"/> In Progress <input type="checkbox"/> Completed
Fasteners and Bolts	Check all external bolts and fasteners to ensure they are tightly secured. Replace any that show signs of wear or corrosion.	<input type="checkbox"/> Pending <input type="checkbox"/> In Progress <input type="checkbox"/> Completed
Belts and Hoses	Inspect belts for tension and wear, and check hoses for any leaks or cracks. If damage is found, replace belts and hoses immediately.	<input type="checkbox"/> Pending <input type="checkbox"/> In Progress <input type="checkbox"/> Completed
Moving Parts Lubrication	Apply machine-grade oil to all moving parts, especially rotating and sliding components. Note the type and amount of lubricant applied.	<input type="checkbox"/> Pending <input type="checkbox"/> In Progress <input type="checkbox"/> Completed
Lubricant Levels	Check and refill lubricant reservoirs to appropriate levels. Document any low levels and refill amounts.	<input type="checkbox"/> Pending <input type="checkbox"/> In Progress <input type="checkbox"/> Completed
Power Connections	Inspect power connections for any signs of overheating, corrosion, or looseness. Tighten connections as necessary.	<input type="checkbox"/> Pending <input type="checkbox"/> In Progress <input type="checkbox"/> Completed
Wiring	Check all wiring for signs of wear, exposure, or damage. Replace frayed or damaged wires to prevent malfunctions.	<input type="checkbox"/> Pending <input type="checkbox"/> In Progress <input type="checkbox"/> Completed

III. Frequency

Daily

- Visual Inspection: Perform a quick visual inspection to ensure there are no obvious issues, such as leaks or abnormal vibrations.
- Safety Guards and Emergency Stops: Verify that all safety guards are securely in place and that emergency stops are functional.

Weekly

- Clean External Surfaces: Wipe down the machine to remove dust, dirt, or grime that could impact functionality.
- Operating Temperatures: Use a thermal gun to check that the operating temperature remains within safe parameters.

Monthly

- Full Inspection: Conduct a thorough check of major components, including bearings, controls, and hydraulic systems.
- Calibration Check: Inspect sensors, gauges, and indicators for accuracy and recalibrate if necessary.

II. Inspection Tasks

Emergency Procedures

Safety Checks	Description	Status
Emergency Stop Functionality	Test emergency stop buttons and other emergency procedures to confirm they are operational. If any issues are found, schedule repairs immediately.	<input type="checkbox"/> Pending <input type="checkbox"/> In Progress <input type="checkbox"/> Completed
First Aid Access	Confirm the location and availability of a first aid kit nearby and ensure it is stocked with necessary supplies.	<input type="checkbox"/> Pending <input type="checkbox"/> In Progress <input type="checkbox"/> Completed

Protective Gear

Safety Checks	Description	Status
Safety Guards	Ensure protective guards are installed around high-speed moving parts and that they are functioning as intended.	<input type="checkbox"/> Pending <input type="checkbox"/> In Progress <input type="checkbox"/> Completed
Personal Protective Equipment (PPE)	Confirm the availability of PPE, including gloves, goggles, and ear protection. Note if any PPE needs replenishment.	<input type="checkbox"/> Pending <input type="checkbox"/> In Progress <input type="checkbox"/> Completed

V. Documentation

Maintenance Log

Date of Inspection:	
Technician Name:	

Issues Found

VI. Action Items

Immediate Actions

- Repair Belt Tensioner: Adjustment required to maintain correct belt tension. Marked for immediate maintenance.
- Lubrication Replacement: Replace lubricant in the reservoir by the next inspection date due to minor contamination.

Scheduled Follow-Ups

- Next Inspection Date:
- Additional Notes:
