

Machine Maintenance Checklist Template

Section 1: Equipment Identification

Item	Details
Equipment Name	
Model & Serial Number	
Location	
Assigned Technician	
Date of Inspection	___ / ___ / ___

Section 2: Visual Inspection

Checkpoint	Task	Frequency	Status	Comments
Fluid Leaks	Check for oil/hydraulic leaks	Daily	<input type="checkbox"/>	
Bolts & Belts	Inspect for looseness or wear	Weekly	<input type="checkbox"/>	
Rust/Corrosion	Surface and frame inspection	Monthly	<input type="checkbox"/>	
Vibration/Noise	Observe during operation	Daily	<input type="checkbox"/>	
Structural Integrity	Inspect frame/welds for cracks	Monthly	<input type="checkbox"/>	

Section 3: Lubrication & Fluid Levels

Component	Task	Frequency	Status	Comments
Bearings	Grease as needed	Weekly	<input type="checkbox"/>	
Oil Levels	Check and refill	Daily	<input type="checkbox"/>	
Coolant	Inspect and top-up	Weekly	<input type="checkbox"/>	
Vibration/Noise	Observe during operation	Daily	<input type="checkbox"/>	
Structural Integrity	Inspect frame/welds for cracks	Monthly	<input type="checkbox"/>	

Section 4: Electrical System Checks

Component	Task	Frequency	Status	Comments
Circuit Breakers	Test and clean	Monthly	<input type="checkbox"/>	
Wiring Connections	Inspect & tighten	Quarterly	<input type="checkbox"/>	
Batteries	Check voltage, corrosion	Monthly	<input type="checkbox"/>	
Control Panel	Test displays and buttons	Weekly	<input type="checkbox"/>	
Motors	Check temperature and load	Monthly	<input type="checkbox"/>	

Section 5: Calibration & Performance Testing

Task	Frequency	Status	Comments
Run test cycles	Monthly	<input type="checkbox"/>	
Measure speed/pressure/temperature	Monthly	<input type="checkbox"/>	
Component alignment check	Quarterly	<input type="checkbox"/>	

Section 6: Cleaning & Debris Removal

Task	Area	Frequency	Status	Comments
Remove dust	Vents & fans	Weekly	<input type="checkbox"/>	
Replace filters	Air/coolant	Monthly	<input type="checkbox"/>	
Clean surfaces	All machine parts	Weekly	<input type="checkbox"/>	

Section 7: Part Replacement & Wear Monitoring

Component	Task	Frequency	Status	Comments
Belts & hoses	Replace if worn	Monthly	<input type="checkbox"/>	
Gaskets & seals	Inspect & replace	Monthly	<input type="checkbox"/>	
Fasteners	Tighten or replace	Monthly	<input type="checkbox"/>	

Section 8: Software & Firmware Updates

System	Task	Frequency	Status	Comments
Machine software	Update & test	Quarterly	<input type="checkbox"/>	
Firmware	Check compatibility	Quarterly	<input type="checkbox"/>	
Diagnostics	Run performance tools	Monthly	<input type="checkbox"/>	

Section 9: Safety & Emergency Preparedness

Checkpoint	Task	Frequency	Status	Comments
Emergency stop	Test functionality	Monthly	<input type="checkbox"/>	
Fire suppression	Inspect system	Monthly	<input type="checkbox"/>	
PPE availability	Check and restock	Weekly	<input type="checkbox"/>	
CO/smoke detectors	Test operation	Monthly	<input type="checkbox"/>	

Section 10: Documentation & Reporting

Task	Status	Comments
Maintenance logged in system	<input type="checkbox"/>	
Issues reported to management	<input type="checkbox"/>	
Technician's notes completed	<input type="checkbox"/>	
Sign-off completed	<input type="checkbox"/>	

Pro Tip: Want to digitize this checklist? Use ProcessNavigation to create, assign, and track these tasks directly from your phone or tablet — no paperwork needed.

Contact us

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