Preventive maintenance checklist

Your company name

PM NO.

MACHINE NAME AND TAG

FREQUENCY

☐ Daily ☐ Weekly

☐ Monthly ☐ Quarterly

DUE DATE

DONE BY

DATE DONE

RUN HOURS OR METER

BEFORE YOU START

LOCKOUT TAGOUT APPLIED

☐ Yes ☐ Not needed

PARTS AND TOOLS NEEDED

CHECKS

NO.	CHECK	RESULT	READING OR NOTE
		☐ Pass ☐ Fix ☐ N/A	
		☐ Pass ☐ Fix ☐ N/A	
		☐ Pass ☐ Fix ☐ N/A	
		☐ Pass ☐ Fix ☐ N/A	
		☐ Pass ☐ Fix ☐ N/A	
		☐ Pass ☐ Fix ☐ N/A	
		☐ Pass ☐ Fix ☐ N/A	
		☐ Pass ☐ Fix ☐ N/A	

CLOSE OUT

PROBLEMS FOUND AND WORK ORDER RAISED

BACK IN SERVICE

☐ Yes ☐ No

COMPLETED BY, SIGNATURE

REVIEWED BY, DATE

Free template from Zoidii. Skip the paperwork: scan the machine and say it. zoidii.com