

# Monthly Maintenance Summary Report for Production Equipment

Month: \_\_\_\_\_ Year: \_\_\_\_\_ Department: \_\_\_\_\_  
Prepared By: \_\_\_\_\_ Date Prepared: \_\_\_\_\_

## Equipment Maintenance Summary

Equipment ID	Equipment Name	Planned Maintenance	Performed Maintenance	Unplanned Downtime (hrs)	Remarks
_____	_____	Yes / No	Yes / No	_____	_____
_____	_____	Yes / No	Yes / No	_____	_____
_____	_____	Yes / No	Yes / No	_____	_____

## Summary of Activities

Date	Activity Description	Responsible Person	Remarks
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Issues & Recommendations

Issue	Action Taken	Recommendation
_____	_____	_____
_____	_____	_____

Prepared By

Name & Signature

Reviewed By

Name & Signature

Approved By

Name & Signature