

# Preventive Maintenance Checklist for Manufacturing Equipment

Equipment Name: \_\_\_\_\_

Equipment ID: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_

Performed By: \_\_\_\_\_

No.	Maintenance Task	Frequency	Status (âœ"/âœ-)	Comments
1	Inspect belts and pulleys for wear	Monthly		
2	Lubricate moving parts	Weekly		
3	Check for oil or air leaks	Monthly		
4	Tighten bolts and fasteners	Quarterly		
5	Verify safety devices operation	Monthly		
6	Clean filters and vents	Monthly		
7	Check electrical connections	Quarterly		
8	Test emergency stop functions	Monthly		
9	Inspect guards and covers	Monthly		
10	Check machine alignment	Semi-Annual		

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Technician Signature

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Supervisor Approval