

Preventive Maintenance Checklist for Manufacturing Equipment

Equipment Name: _____

Equipment ID: _____

Location: _____

Date: _____

Performed By: _____

No.	Maintenance Task	Frequency	Status (done / not done)	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		

Technician Signature

Supervisor Approval