Preventive Maintenance Checklist

Equipment: _____ Asset ID: _____ Location: _____

Task frequency: weekly / monthly / quarterly / hours: _____ Date: _____

Technician: _____

Safety first

- ☐ Equipment-specific lockout/tagout procedure followed
- ☐ All energy sources isolated, stored energy released
- ☐ Isolation verified before starting work
- ☐ Required PPE in use

Inspection

- ☐ Guards and safety devices in place and working
- ☐ Belts, chains and couplings: wear and tension
- ☐ Bearings: noise, heat, play
- ☐ Fasteners tight; no missing bolts
- ☐ Hoses, seals and fittings: leaks or damage
- ☐ Electrical: cables, connections, panel condition

Lubrication

- ☐ Lubrication points serviced per schedule
- ☐ Correct lubricant type: _____
- ☐ Quantity applied: _____

Cleaning

- ☐ Debris and contamination removed
- ☐ Filters checked / cleaned / replaced

Adjustments and parts

- ☐ Adjustments made: _____
- ☐ Wear parts replaced: _____
- ☐ Parts used (for stock records): _____

Test and restore

- ☐ Tools and materials removed; guards replaced
- ☐ Personnel clear; locks removed by those who applied them
- ☐ Test run completed; normal operation confirmed

Findings and follow-up

Issues found: _____

Follow-up work order needed: yes / no Number: _____

Technician signature: _____ Supervisor signature: _____

Guide: www.flexyblogs.com/blog/preventive-vs-predictive-maintenance