

# Daily Maintenance Log Form Sample

Use this **daily maintenance log form sample** to efficiently track routine equipment checks and repairs. It helps ensure timely documentation of maintenance activities, promoting operational reliability and safety. This template is ideal for businesses aiming to streamline their maintenance records.

## General Information

Date	_____	Location	_____
Equipment/Asset Name	_____	Serial/Asset Number	_____
Performed By	_____		

## Maintenance Tasks

No.	Task Description	Status (OK/Needs Repair)	Remarks/Actions Taken	Initials
1	Check fluid levels	_____	_____	_____
2	Inspect belts and hoses	_____	_____	_____
3	Test safety systems	_____	_____	_____
4	Clean exterior/interior	_____	_____	_____
5	Other (Specify): _____	_____	_____	_____

## Signature

Technician Signature	_____	Date	_____
Supervisor Signature	_____	Date	_____