

# Machine Maintenance Work Record Form Sample (Excel)

This **machine maintenance work record form sample** in Excel helps track and document all maintenance activities, ensuring equipment reliability and longevity. It provides a structured layout for recording dates, tasks performed, and technician details. Using this form enhances efficiency and supports preventive maintenance planning.

Date	Machine Name/ID	Location	Task Performed	Status (Before)	Status (After)	Technician Name	Comments/Notes	Signature
2024-06-15	Compressor #3	Plant Floor A	Oil Change	Low Oil	Optimal	John Smith	Replaced oil as scheduled	
2024-06-10	CNC Lathe #2	Workshop B	Belt Replacement	Worn Belt	New Belt	Maria Lopez	Checked tension, all good	
2024-06-05	Pump #12	Utility Area	Bearing Lubrication	Dry	Lubricated	Ali Khan	Scheduled PM task	

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