

Preventive Maintenance Report Form Sample

A **preventive maintenance report form sample** is essential for documenting routine inspections and upkeep tasks to ensure equipment reliability. This form helps track maintenance schedules, identify potential issues early, and improve operational efficiency. Utilizing a standardized report enhances communication between maintenance teams and management.

General Information

Date:

Equipment ID:

Equipment Name:

Location:

Performed By:

Supervisor:

Maintenance Checklist

Task Description	Status (OK/Not OK)	Comments
Check lubrication levels	<div>OK</div>	<div></div>
Inspect belts and hoses	<div>OK</div>	<div></div>
Examine electrical connections	<div>OK</div>	<div></div>
Clean/replace filters	<div>OK</div>	<div></div>

Observations & Recommendations

Detailed Observations:

Recommendations/Actions Taken:

Next Maintenance Schedule:

Submit Report