

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	OK	<input type="text"/>
Inspect belts and hoses	OK	<input type="text"/>
Examine electrical connections	OK	<input type="text"/>
Clean/replace filters	OK	<input type="text"/>

Observations & Recommendations

Detailed Observations:

Recommendations/Actions Taken:

Next Maintenance Schedule:

Submit Report