

Preventive Maintenance Service Report Sample

Date: _____

Technician Name: _____

Client/Company: _____

Equipment Details

- Equipment Name/ID: _____
- Location: _____
- Make/Model: _____
- Serial Number: _____

Maintenance Tasks Performed

Task Description	Status (OK/Needs Attention)	Remarks
Check electrical connections	_____	_____
Inspect belts and hoses	_____	_____
Lubricate moving parts	_____	_____

Parts Replaced / Consumables Used

Part Name	Quantity	Remarks
_____	_____	_____

Summary and Recommendations

Technician Signature: _____

Date: _____

Client Signature: _____

Date: _____

This sample report helps streamline maintenance tracking and supports equipment longevity.