

# 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

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Technician Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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