

Daily Equipment Maintenance Record Form

This **daily equipment maintenance record form** sample helps track routine inspections and repairs to ensure machinery operates efficiently. It provides a structured format to document equipment status, maintenance actions, and any issues detected. Using this form promotes safety, reduces downtime, and extends equipment lifespan.

General Information

Date		Equipment Name/ID	
Location		Inspected By	

Maintenance Checklist

Item Checked	Status (OK/Issue)	Remarks/Issue Detected	Action Taken
Lubrication			
Belts/Chains			
Fluid Levels			
Leaks			
Noise/Vibration			
Safety Guards/Devices			

Additional Notes

Signature

Technician's Signature		Date	
Supervisor's Signature		Date	