

Preventive Equipment Maintenance Checklist for Manufacturing Machines

A **preventive equipment maintenance checklist** for manufacturing machines ensures timely inspections and upkeep to avoid unexpected breakdowns. It helps maintain optimal machine performance and extends equipment lifespan through regular monitoring of critical components. Implementing this checklist reduces downtime and enhances overall production efficiency.

General Information

Machine Name / ID	_____
Location	_____
Date	_____
Technician	_____

Maintenance Checklist

Inspection Item	Frequency	Completed (Y/N)	Comments/Findings
Clean machine surfaces and accessible components	Daily	_____	_____
Lubricate moving parts (bearings, gears, etc.)	Weekly	_____	_____
Check and tighten bolts/screws/nuts	Weekly	_____	_____
Inspect belts, chains, and pulleys for wear	Monthly	_____	_____
Examine electrical wiring and connections	Monthly	_____	_____
Test control panels and emergency stops	Monthly	_____	_____
Check coolant and hydraulic fluid levels	Weekly	_____	_____
Clean and inspect air filters	Monthly	_____	_____
Test safety guards and barriers	Monthly	_____	_____

Additional Actions

- Record any irregular noises or abnormal vibrations.
- Report and replace worn or damaged parts immediately.
- Update maintenance logs after each inspection.

Signatures

Technician	Date	Supervisor	Date
_____	_____	_____	_____