**[Short Client Name]**

**Equipment Maintenance Record**

Use one sheet for each month.

|  |  |
| --- | --- |
| **Machine:**  **Manufacturer:**  **Serial Number:** | **MONTH:** |
| **YEAR:** |

**OPERATOR MAINTENANCE** *(sign off not required)*

|  |  |  |  |
| --- | --- | --- | --- |
| MAINTENANCE OPERATION | **DAILY** | **AS NEEDED** | PRIOR TO USE |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**WEEKLY MAINTENANCE***(sign off)*

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **WEEK ENDING** | **INITIAL WHEN DONE** |
|  | |  |  |
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| --- | --- | --- |
| **MONTHLY MAINTENANCE***(sign off)* | **DATE COMPLETED** | **INITIAL WHEN DONE** |
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|  |  |  |
|  |  |  |

**OTHER MAINTENANCE** *(sign off)*

|  |  |  |  |
| --- | --- | --- | --- |
| MAINTENANCE OPERATION | **FREQUENCY** | **DATE DONE** | **INITIALS** |
|  |  |  |  |
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**NOTES:**