**Equipment Maintenance Record** Rev. 0

Use one sheet for each month.

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

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

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| --- | --- | --- | --- |
| MAINTENANCE OPERATION | **DAILY** | **AS NEEDED** | PRIOR TO USE |
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 **WEEKLY MAINTENANCE** *(sign off)*

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| --- | --- | --- | --- |
|  |  | **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)*

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