### **Machine Maintenance Checklist**

**Document Title:** Machine Maintenance Checklist  
**Date:** [Insert Date]  
**Prepared by:** [Insert Name]  
**Reviewed by:** [Insert Name]

**Section 1: General Information**

* **Machine Name/ID:** [Insert Machine Name or ID]
* **Location:** [Insert Location]
* **Frequency:** [Daily, Weekly, Monthly, Quarterly, Yearly]

**Section 2: Checklist Items**

| **Task/Item** | **Checkpoints** | **Status (✓/✗)** | **Remarks** | **Assigned to** |
| --- | --- | --- | --- | --- |
| Lubricate moving parts | Check for proper lubrication levels |  |  |  |
| Check electrical wiring | Ensure no loose connections or damages |  |  |  |
| Inspect cooling system | Verify coolant levels and functionality |  |  |  |

**Section 3: Observations and Issues**

[Same structure as above.]