

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.]
