

# 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.]

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