[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Equipment Maintenance Log

Keeping equipment working: maintenance dates, work done, costs, and next due dates in one log.

Document: Equipment Maintenance Log Version: 2.0 (redesign)

Prepared by: _____ Owner: _____

Date: _____ Review date: _____

Equipment: _____ Asset tag: _____

Log owner: _____ Service provider: _____

Service interval: _____ Location: _____ Maintenance log:

Maintenance date	Type (scheduled / reactive)	Done by	Work carried out	Parts replaced	Labour cost	Parts cost	Total cost	Next due	Booked?

Year totals: Total maintenance cost this year: _____ Downtime this year (days): _____

Completion checklist: [ ] Every maintenance visit has a date, work done, cost, and next due date.

[ ] Reactive repairs are logged with the same detail as scheduled services.

[ ] The next due date is always visible - never blank.