

52 WEEK PREVENTIVE MAINTENANCE SCHEDULE TEMPLATE

Structured template for year-round planning and tracking preventive maintenance tasks efficiently.

| TODAY'S DATE: | | 52 WEEK PREVENTION MAINTENANCE SCHEDULE | | | | | |
|-----------------------|-------------|---|--------------------|---------------|-------------------|--------------------------|-----------|
| November 22, 2023 [1] | | START DATE: | 16-Nov-2023 [2] | END DATE: | | 13-Nov-2024 [3] | |
| Week No. | Date [4] | Equipment | Maintenance Task | Frequency | Responsible Party | Comment | Status |
| WEEK 1 | 16-Nov-2023 | CNC Machine | Lubrication | Weekly | Maintenance Team | Check oil levels | Pending |
| | 17-Nov-2023 | Air Compressor | Filter Replacement | Monthly | Maintenance Team | New filters ordered | Pending |
| | 18-Nov-2023 | Hydraulic System | Oil Cleaning | Quarterly | Facilities Team | Scheduled downtime | Pending |
| | 19-Nov-2023 | Conveyor Belt | Visual Inspection | Daily | Operations Team | No issues observed | Completed |
| | 20-Nov-2023 | Emergency Lights | Functionality Test | Semi-annually | Safety Team | Battery indicators ready | Completed |
| | 21-Nov-2023 | Forklift | Battery Check | Monthly | Maintenance Team | Repaired battery | Completed |
| | 22-Nov-2023 | Electrical Panels | Thermal Imaging | Annually | Maintenance Team | Following up on issues | Pending |
| WEEK 2 | 23-Nov-2023 | Water Pump | Leak Inspection | Quarterly | Facilities Team | Parts on order | Pending |
| | 24-Nov-2023 | | | | | | |
| | 25-Nov-2023 | | | | | | |
| | 26-Nov-2023 | | | | | | |
| | 27-Nov-2023 | | | | | | |
| | 28-Nov-2023 | | | | | | |
| | 29-Nov-2023 | | | | | | |
| WEEK 3 | 30-Nov-2023 | | | | | | |
| | 1-Dec-2023 | | | | | | |
| | 2-Dec-2023 | | | | | | |
| | 3-Dec-2023 | | | | | | |



Facility 6 Preventive Maintenance Template Xls

Minjie Lin



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