**Equipment Maintenance Log**

**[Company Name]**[Department]  
[Location]  
[Supervisor / Manager]

**Equipment Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Equipment Name:** |  | **Equipment ID / Serial No.:** |  |
| **Model:** |  | **Manufacturer:** |  |
| **Installation Date:** |  |  |  |

**Maintenance Record Table**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Maintenance Type** | **Description of Work** | **Technician Name** | **Cost (USD)** | **Next Due Date** | **Status** |
| 05-Jan-25 | Routine | Oil change & check | Ali Khan | 50 | 05-Feb-25 | Done |
| 20-Jan-25 | Repair | Replaced belt | Ahmed Raza | 120 | 20-Mar-25 | Done |
| 10-Feb-25 | Inspection | Safety inspection | Service Team | 40 | 10-May-25 | Done |

**Excel Formulas (Optional)**

* **Total Maintenance Cost:** =[Amount]
* **Next Upcoming Maintenance** =

**Notes / Observations**

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**Approval**

|  |  |  |  |
| --- | --- | --- | --- |
| **Reviewed By:** |  | | |
| **Signature:** |  | **Date:** |  |