[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. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Preventive maintenance schedule

Plan servicing before things break - equipment, frequency, and who does it.

Year	[Year]
Site	[Site]
Prepared by	[Name]
Approved by	[Name]

Schedule

Equipment / system	Task	Frequency	Jan	Feb	Mar	Apr	May	Jun
[e.g. boiler]	[Service]	[Annual]						
[e.g. fire alarm]	[Test]	[Weekly]						
[e.g. air con]	[Filter change]	[Quarterly]						
[e.g. lifts]	[Inspection]	[6-monthly]						

Mark each completed task with the date and initials. Continue the schedule for July–December on a second sheet.

Contractors

System	Contractor	Contact	Contract end
[System]	[Company]	[Phone]	[Date]
[System]	[Company]	[Phone]	[Date]

Sign-off

Prepared by	Approved by	Date