[Company name]

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Equipment Maintenance Log

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

Document	Equipment Maintenance Log
Prepared by	**[Name and role]**
Owner	**[Name and role]**
Version	2.0 (redesign)
Date	**[DD Month YYYY]**
Review date	**[DD Month YYYY]**

Equipment	**[Equipment]**
Asset tag	
Log owner	**[Log owner]**
Service provider	**[Service provider]**
Service interval	**[Service interval]**

[Company name]

Location	

Maintenance log

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

[Company name]

Year totals

Total maintenance cost this year	Downtime this year (days)

Completion checklist

Done	Check
	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.