Ashford Business Services Ltd

Equipment Maintenance Log

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

Document	Equipment Maintenance Log
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Owner	**David Okafor, Finance Manager**
Version	2.0 (redesign)
Date	**9 November 2026**
Review date	**9 November 2026**

Equipment	Equipment
Asset tag	
Log owner	**Log owner**
Service provider	**Service provider**
Service interval	**Service interval**
Location	

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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)

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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.