|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Equipment** | **Item Number** | **Manufacturer’s maintenance frequency** | **Date required for maintenance check** | **Maintenance check completed date** **(by technician)** | **Maintenance check completed date** **(by staff)** | **Comments / Repairs / Replacement** |
|  |  | Annual 🞏Bi-Annual 🞏Quarterly 🞏Monthly 🞏Weekly 🞏Daily 🞏 |  …./.…/.… …./.…/.… .…/.…/.… .…/.…/…. .…/.…/.… .…/.…/.… .…/.…/.… .…/.…/…. .…/.…/.… .…/.…/.….…/.…/.… .…/.…/.… | …./.…/.… …./.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/.… | …./.…/.… …./.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/.… |  |
|  |  | Annual 🞏Bi-Annual 🞏Quarterly 🞏Monthly 🞏Weekly 🞏Daily 🞏 |  …./.…/.… …./.…/.… .…/.…/.… .…/.…/…. .…/.…/.… .…/.…/.… .…/.…/.… .…/.…/…. .…/.…/.… .…/.…/.….…/.…/.… .…/.…/.… | …./.…/.… …./.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/.… | …./.…/.… …./.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/.… |  |
|  |  | Annual 🞏Bi-Annual 🞏Quarterly 🞏Monthly 🞏Weekly 🞏Daily 🞏 |  …./.…/.… …./.…/.… .…/.…/.… .…/.…/…. .…/.…/.… .…/.…/.… .…/.…/.… .…/.…/…. .…/.…/.… .…/.…/.….…/.…/.… .…/.…/.… | …./.…/.… …./.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/.… | …./.…/.… …./.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/.… |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Equipment** | **Item Number** | **Manufacturer’s maintenance frequency** | **Date required for maintenance check** | **Maintenance check completed date** **(by technician)** | **Maintenance check completed date** **(by staff)** | **Comments / Repairs / Replacement** |
|  |  | Annual 🞏Bi-Annual 🞏Quarterly 🞏Monthly 🞏Weekly 🞏Daily 🞏 |  …./.…/.… …./.…/.… .…/.…/.… .…/.…/…. .…/.…/.… .…/.…/.… .…/.…/.… .…/.…/…. .…/.…/.… .…/.…/.….…/.…/.… .…/.…/.… | …./.…/.… …./.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/.… | …./.…/.… …./.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/.… |  |
|  |  | Annual 🞏Bi-Annual 🞏Quarterly 🞏Monthly 🞏Weekly 🞏Daily 🞏 |  …./.…/.… …./.…/.… .…/.…/.… .…/.…/…. .…/.…/.… .…/.…/.… .…/.…/.… .…/.…/…. .…/.…/.… .…/.…/.….…/.…/.… .…/.…/.… | …./.…/.… …./.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/.… | …./.…/.… …./.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/.… |  |
|  |  | Annual 🞏Bi-Annual 🞏Quarterly 🞏Monthly 🞏Weekly 🞏Daily 🞏 |  …./.…/.… …./.…/.… .…/.…/.… .…/.…/…. .…/.…/.… .…/.…/.… .…/.…/.… .…/.…/…. .…/.…/.… .…/.…/.….…/.…/.… .…/.…/.… | …./.…/.… …./.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/.… | …./.…/.… …./.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/.… |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Equipment** | **Item Number** | **Manufacturer’s maintenance frequency** | **Date required for maintenance check** | **Maintenance check completed date** **(by technician)** | **Maintenance check completed date** **(by staff)** | **Comments / Repairs / Replacement** |
|  |  | Annual 🞏Bi-Annual 🞏Quarterly 🞏Monthly 🞏Weekly 🞏Daily 🞏 |  …./.…/.… …./.…/.… .…/.…/.… .…/.…/…. .…/.…/.… .…/.…/.… .…/.…/.… .…/.…/…. .…/.…/.… .…/.…/.….…/.…/.… .…/.…/.… | …./.…/.… …./.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/.… | …./.…/.… …./.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/.… |  |
|  |  | Annual 🞏Bi-Annual 🞏Quarterly 🞏Monthly 🞏Weekly 🞏Daily 🞏 |  …./.…/.… …./.…/.… .…/.…/.… .…/.…/…. .…/.…/.… .…/.…/.… .…/.…/.… .…/.…/…. .…/.…/.… .…/.…/.….…/.…/.… .…/.…/.… | …./.…/.… …./.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/.… | …./.…/.… …./.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/.… |  |
|  |  | Annual 🞏Bi-Annual 🞏Quarterly 🞏Monthly 🞏Weekly 🞏Daily 🞏 |  …./.…/.… …./.…/.… .…/.…/.… .…/.…/…. .…/.…/.… .…/.…/.… .…/.…/.… .…/.…/…. .…/.…/.… .…/.…/.….…/.…/.… .…/.…/.… | …./.…/.… …./.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/.… | …./.…/.… …./.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/.… |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Equipment** | **Item Number** | **Manufacturer’s maintenance frequency** | **Date required for maintenance check** | **Maintenance check completed date** **(by technician)** | **Maintenance check completed date** **(by staff)** | **Comments / Repairs / Replacement** |
|  |  | Annual 🞏Bi-Annual 🞏Quarterly 🞏Monthly 🞏Weekly 🞏Daily 🞏 |  …./.…/.… …./.…/.… .…/.…/.… .…/.…/…. .…/.…/.… .…/.…/.… .…/.…/.… .…/.…/…. .…/.…/.… .…/.…/.….…/.…/.… .…/.…/.… | …./.…/.… …./.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/.… | …./.…/.… …./.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/.… |  |
|  |  | Annual 🞏Bi-Annual 🞏Quarterly 🞏Monthly 🞏Weekly 🞏Daily 🞏 |  …./.…/.… …./.…/.… .…/.…/.… .…/.…/…. .…/.…/.… .…/.…/.… .…/.…/.… .…/.…/…. .…/.…/.… .…/.…/.….…/.…/.… .…/.…/.… | …./.…/.… …./.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/.… | …./.…/.… …./.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/.… |  |
|  |  | Annual 🞏Bi-Annual 🞏Quarterly 🞏Monthly 🞏Weekly 🞏Daily 🞏 |  …./.…/.… …./.…/.… .…/.…/.… .…/.…/…. .…/.…/.… .…/.…/.… .…/.…/.… .…/.…/…. .…/.…/.… .…/.…/.….…/.…/.… .…/.…/.… | …./.…/.… …./.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/.… | …./.…/.… …./.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/…..…/.…/.… .…/.…/.….…/.…/.… .…/.…/.… |  |

Document title: <enter document text here>

Reviewed by: <insert person / role responsible>

Version :< inserts number>, Effective Date: <insert date>

Next Review Date: <insert date>