

Equipment Maintenance Log

One chronological history sheet per asset - add an event detail form when more space is needed.

EQUIPMENT ID / ASSET TAG

EQUIPMENT NAME

MAKE / MODEL

SERIAL NUMBER

HOME LOCATION

RESPONSIBLE TEAM / PERSON

PRIMARY METER / UNITS

RETENTION / REVIEW RULE

Service date	Meter	Type	Work performed / findings	Technician / vendor	Cost	Evidence, next action, and due trigger

STATUS KEY Open / Scheduled / Complete / Deferred / Canceled

Maintenance Event Detail

Attach this page to the history sheet for repairs, inspections, calibrations, or service requiring fuller evidence.

EQUIPMENT AND EVENT

EQUIPMENT ID

EQUIPMENT NAME

MAKE / MODEL / SERIAL

EVENT DATE

METER READING AND UNITS

TECHNICIAN / VENDOR

DOWNTIME HOURS

TOTAL COST

WORK REFERENCE

MAINTENANCE TYPE

☐ Preventive

☐ Corrective repair

☐ Inspection

☐ Calibration

☐ Warranty / recall

☐ Other

REASON, SYMPTOM, OR TRIGGER

Describe the planned interval, complaint, defect, or inspection reason.

WORK PERFORMED AND FINDINGS

Separate completed work from observations that still need action.

PARTS AND MATERIALS

List part numbers, quantities, fluids, and consumables when useful.

EVIDENCE AND ATTACHMENTS

Invoice, receipt, photo, certificate, reading, or related record.

NEXT ACTION

State what remains, who owns it, and the escalation rule.

NEXT DUE TRIGGER

Date, meter threshold, condition, or approved combination.

CLOSEOUT

☐ Open

☐ Scheduled

☐ Complete

☐ Deferred

☐ Canceled

COMPLETED / ACCEPTED BY

DATE