

# Facility Asset Maintenance Plan Template

## 1. Facility Information

Facility Name	
Location/Address	
Contact Person	
Date Prepared	
Reviewed By	

## 2. Objectives & Scope

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## 3. Asset Register

Asset Name	Type	Location	Asset ID	Manufacturer	Purchase Date	Condition

## 4. Maintenance Activities & Schedule

Asset	Maintenance Activity	Frequency	Responsible	Comments

## 5. Preventive Maintenance Checklist

Asset	Checklist Item	Status	Notes

## 6. Maintenance Records

Date	Asset	Activity	Performed By	Remarks

## 7. Review & Improvement Notes

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