

Facility Preventive Maintenance Plan Template

Facility Information

Facility Name

Enter facility name

Address

Enter address

Prepared By

Name

Date Prepared

Contact Information

Phone or email

Maintenance Team

Name	Role/Position	Contact Information

Asset Inventory

Asset/Equipment	Location	Serial/ID No.	Manufacturer	Manual/Docs

Preventive Maintenance Schedule

Asset/Equipment	Task/Activity	Frequency	Person Responsible	Last Maintenance Date	Next Scheduled Date

Procedures & Instructions

1.

Describe maintenance steps for equipment or system
2.

Describe next procedure

Documentation & Records

Describe where maintenance records will be kept, recordkeeping method, forms, etc.

Review & Update

Describe plan for periodic review and update of this maintenance plan