

# 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

Describe maintenance steps for equipment or system

1.

Describe next procedure

2.

## 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