

Mechanical Equipment Servicing Checklist

Equipment Name: _____

Serial/Asset No.: _____

Location: _____

Date of Service: _____

Checklist:

Item	Inspection/Service Details	OK	Remarks
Visual Inspection	Check for leaks, wear, damage, or abnormalities		
Lubrication	Inspect & apply lubricant to moving parts as needed		
Filters	Check & clean/replace filters		
Belts & Chains	Inspect tension and alignment; adjust if necessary		
Fasteners	Tighten loose bolts, screws, and fittings		
Electrical Connections	Check terminals and wiring for security & corrosion		
Operational Test	Run equipment & verify normal function and sound		
Safety Devices	Inspect and test safety guards, switches, and alarms		
Other			

Remarks / Recommendations:

Serviced By (Name & Signature)

Date

Verified By (Name & Signature)