

# Equipment Maintenance Record

Keep one sheet per non-vehicle asset. Record each service event in a new row and retain completed history when the equipment is retired.

## Equipment details

Equipment ID \_\_\_\_\_ Equipment name \_\_\_\_\_

Location \_\_\_\_\_ Manufacturer and model \_\_\_\_\_

Serial number \_\_\_\_\_ Current meter or hours \_\_\_\_\_

## Maintenance history

| Service date | Type | Work performed and result | Meter or hours | Cost | Next service |
|--------------|------|---------------------------|----------------|------|--------------|
|              |      |                           |                |      |              |
|              |      |                           |                |      |              |
|              |      |                           |                |      |              |
|              |      |                           |                |      |              |
|              |      |                           |                |      |              |
|              |      |                           |                |      |              |

## Next service and notes

Current next service date \_\_\_\_\_ Next meter or hours \_\_\_\_\_

Notes \_\_\_\_\_

Use the Excel register for cross-asset history, due dates and cost totals. Adapt this general record to any requirements that apply to your organization.