# Preventive Maintenance Schedule

**Purpose:** This document outlines the scheduled tasks and responsibilities for preventive maintenance of equipment. It serves to ensure that machinery and systems operate efficiently, minimize downtime, and extend equipment life by maintaining them systematically and proactively.

## General Information

* **Facility Name:** {facilityName}
* **Schedule Created By:** {createdBy}
* **Date Created:** {createdDate}
* **Schedule Period:** {schedulePeriod}

## Maintenance Team

{#team}

* **{name}:** {role}

{/team}

## Equipment Maintenance Schedule

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Equipment** | **Location** | **Maintenance Task** | **Frequency** | **Last Performed** | **Next Due** | **Assigned To** | **Status** |
| {#tasks}{equipmentName} | {location} | {taskDescription} | {frequency} | {lastPerformed} | {nextDue} | {assignedTo} | {status}{/tasks} |

## Safety Checks

{#safetyChecks}

* **{checkItem}:** {checkDescription}

{/safetyChecks}

## Parts and Materials Needed

|  |  |  |  |
| --- | --- | --- | --- |
| **Part/Material** | **Quantity** | **Supplier** | **Estimated Cost** |
| {#materials}{partName} | {quantity} | {supplier} | {estimatedCost}{/materials} |

## Notes and Comments

{notes}

## Approval

* **Approved By:** {approvedBy}
* **Approval Date:** {approvalDate}