

# 52 WEEK PREVENTIVE MAINTENANCE SCHEDULE TEMPLATE

Structured template for year-round planning and tracking preventive maintenance tasks efficiently.

TODAY'S DATE:

November 22, 2023 [1]

52 WEEK PREVENTION MAINTENANCE SCHEDULE

START DATE:

16-Nov-2023 [2]

END DATE:

13-Nov-2024 [3]

Week No.	Date [4]	Equipment	Maintenance Task	Frequency	Responsible Party	Comment	Status
WEEK 1	16-Nov-2023	CNC Machine	Lubrication	Weekly	Maintenance Team	Check oil levels	Pending
	17-Nov-2023	Air Compressor	Filter Replacement	Monthly	Maintenance Team	New filters ordered	Pending
	18-Nov-2023	HVAC System	Coil Cleaning	Quarterly	Facilities Team	Scheduled downtime	Pending
	19-Nov-2023	Conveyor Belt	Visual Inspection	Daily	Operations Team	No issues observed	Completed
	20-Nov-2023	Emergency Lights	Functionality Test	Semi-annually	Safety Team	Backup batteries ready	Completed
	21-Nov-2023	Forklift	Battery Check	Monthly	Maintenance Team	Replaced battery	Completed
	22-Nov-2023	Electrical Panels	Thermal Imaging	Annually	Maintenance Team	Follow-up repairs needed	Pending
WEEK 2	23-Nov-2023	Water Pump	Seal Inspection	Quarterly	Facilities Team	Parts on order	Pending
	24-Nov-2023						
	25-Nov-2023						
	26-Nov-2023						
	27-Nov-2023						
	28-Nov-2023						
	29-Nov-2023						
WEEK 3	30-Nov-2023						
	1-Dec-2023						
	2-Dec-2023						
	3-Dec-2023						

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