

Daily Maintenance Report Template

Site/Facility		Building / Area / Room	
Report Date		Shift (Start-End)	
Word Order No./Ticket ID		Priority	
Requested By / Department		Technician(s)	
Supervisor			

Maintenance Type

Asset / Equipment Information

[illegible]

Problem Description / Symptoms (as found)

Diagnostics and Test Measurements

Measurement Point / Test	Pre-Service Reading	Post-Service Reading	Units	Method / Instrument	Pass/Fail

Actions Performed (as left)

Steps Taken

Setpoints / Parameters Updated

Lubrication Performed

Guards Reinstalled / Interlocks Verified

Function Test Results

Parts and Materials Used

[illegible]

Replacement Component Details (if applicable)

--

Downtime and Impact

Out-of-Service Start	
Out-of-Service End	
Duration	
Product Impact/Area Affected	

Safety and Compliance

LOTO Applied / Removed	
Permits	
PPE Used	
Spills / Waste Disposal	
Regulatory Checks	

Follow-Ups and Recommendations

Additional Work Needed / Deferred Maintenance	
Spare(s) to Reorder	
Vendor Service Required	
Next PM Due	

Attachments and Evidence

--

Approvals and Sign Off

Technician Name	Signature	Date and Time

Quality / Safety Reviewer (if required)	Signature	Date and Time

Supervisor Approval	Signature	Date and Time

DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.