**Preventive Maintenance Schedule**

Usage Notes: Remove entries and this box; add in appropriate equipment categories and schedule details.

[Company Name]

[Address]

[Email Address]

[Phone Number]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Critical Tasks** | **Frequency** | **Status** | **Date Completed** | **Person Responsible** | **Comments** |
| ***CATEGORY OF EQUIPMENT*** | | | | |  |
| Task 1 | **Q** | Completed | 22-12-20 | Joseph |  |
| Task 2 | **Q** | Ongoing | 22-12-20 | Andrews |  |
| Task 3 | **M** | Completed | 03-02-21 | Williams |  |
|  | | | | |  |
| ***CATEGORY OF EQUIPMENT*** | | | | |  |
| Task 1 | **W** | Ongoing | 10-02-21 | Williams |  |
| Task 2 | **W** | Completed | 03-02-21 | Emily Rose |  |
| Task 3 |  |  |  |  |  |
|  | | | | |  |
| ***CATEGORY OF EQUIPMENT*** | | | | |  |
| Task 1 | **W** | Completed | 20-02-21 | Joseph |  |
| Task 2 | **Q** | Pending | 16-09-21 | Williams |  |
| Task 3 | **SA** | Completed | 20-02-22 | Williams |  |
|  | | | | |  |
| ***CATEGORY OF EQUIPMENT*** | | | | |  |
| Task 1 | **A** | Completed | 10-02-21 | Joseph |  |
| Task 2 | **Q** | Completed | 10-02-21 | Joseph |  |
| Task 3 | **Q** | Ongoing | 14-03-21 | Joseph |  |
| Task 4 | **Q** | Completed | 10-02-21 | Williams |  |