

The **Ultimate** Preventive Maintenance Checklist



The Pre-Check

The following basic information should be at the core of your preventative maintenance strategy:



1

Assess and inventory the current state of your facility

2

Locate documentation for your machinery

3

Create your own documentation

Preventive Maintenance for Production Equipment

- ✓ Ensure that machinery is clear of debris, before and after every shift
- ✓ Wipe machine surfaces of lubricant, dirt and other loose debris each day
- ✓ Regularly inspect tools for sharpness
- ✓ Routinely check all machinery fluid levels and air filters and replace as needed
- ✓ Check for and replace worn or damaged tools
- ✓ Calibrate machines regularly

Preventive Maintenance for Network and Data Systems

Assure that employees comply with safe practices such as password security and good email practices



Review your network security practices

Regularly review and identify the most immediate threats to your network security

Change Wi-Fi and other network passwords at least twice a year

Preventive Maintenance for Material Handling Equipment

- ✓ Regularly check belts for damage
 - ✓ Clean belts and other equipment in direct contact with materials and inventory at least once a day
 - ✓ Review calibration and programming for gantry machines. This is often a good opportunity to identify inefficiencies
 - ✓ Check and maintain motors and their power sources at least twice a year
- 2X**