**Maintenance Record Template**

| Electrical Maintenance Record | Date of Maintenance: |
| --- | --- |
| Equipment Name/ID: |  |
| Location of Equipment: |  |
| Maintenance Type: | Routine / Repair / Emergency |
| Technician(s) Name(s): |  |

Maintenance Tasks

|  |  |  |  |
| --- | --- | --- | --- |
| Task Description | Performed By | Completion Time | Remarks |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Additional Notes

|  |
| --- |
| Notes on Findings or Issues Identified During Maintenance: |
|  |
|  |
|  |
|  |
|  |
|  |

Approval

|  |  |
| --- | --- |
| Verified and Approved By: | Date Approved: |
|  |  |