Planned Maintenance (PPM) Task Sheet

Generic planned preventive maintenance task sheet: asset, frequency, task steps, readings, condition and follow-on work.

Task

Customer name *	
Site name	
Site address	
Job reference	
Date of visit *	_____ / _____ / _____
Time on site	_____ : _____
Time off site	_____ : _____
Asset make	
Asset model	
Asset serial number	
Asset ID / barcode	
Asset location	
Frequency *	☐ Weekly ☐ Monthly ☐ Quarterly ☐ 6-monthly ☐ Annual
Task / schedule reference	

Task steps

Task step *	Result *	Reading / value	Notes

Condition

Asset condition *	☐ A - as new ☐ B - good ☐ C - fair ☐ D - poor ☐ E - failed
Follow-on work required? *	☐ Yes ☐ No
Follow-on work details	
Photo 1	*Attach photo or sketch*
Photo 2	*Attach photo or sketch*
Additional comments	
Engineer name *	
Engineer signature *	
Date signed *	_____ / _____ / _____

* Required