

Autonomous maintenance checklist: Pumps (centrifugal)

Free template from oelab.com/autonomous-maintenance-checklist. Updated October 2026. Operator checks only: clean, inspect, lubricate and tighten.

Asset name or ID

Location or line

Week of

Team leader

Before you start: stop the machine and lock it out as your procedure requires before cleaning or reaching inside guards. Follow the manufacturer's manual for intervals and lubricants.

Photo or sketch of the machine: number each check point on it

Daily checks

Mark each day: ✓ OK, X problem (hang a tag and log it below), n/a

Type	Check	Look for	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Clean	Wipe the pump, motor and baseplate clean	Fresh oil or water on a clean surface, a stain that comes back							
Inspect	Check the shaft seal and the pipe joints	Drips, spray or a wet patch under the seal							
Inspect	Listen and feel at the bearing housing	A gravel sound (cavitation), a new noise, more heat or vibration than usual							
Inspect	Read the suction and discharge gauges	A needle outside the normal range marked on the gauge							
Lubricate	Check the bearing oil level in the sight glass or oiler	Level below the mark, milky or dark oil							
Tighten	Check the match marks on the baseplate and guard bolts	A mark out of line, a missing bolt, a guard that moves							
Operator initials									
Time									

Weekly checks

Type	Check	Look for	OK	Problem	Initials	Date, time
Clean	Clean the area around the pump and the motor fan cover	Puddles, debris against the fan cover	☐	☐		
Inspect	Check the coupling guard and the pipe supports	A damaged guard, a pipe that moves or rubs	☐	☐		
Lubricate	Top up the bearing oil at the marked filler with the oil named on the label	Oil used faster than last week	☐	☐		
Tighten	Tighten loose fixings at the points marked for operators	A bolt that keeps working loose (tag it for maintenance)	☐	☐		

Abnormality log (red tags)

Tag no.	Date, time	What was found, and where	Fix by	Closed (date, initials)

Week reviewed by the team leader (name)

Date

Open tags carried to next week

Hang a tag at the spot of every problem and write its number here. The manual and your own findings set the real intervals.

Autonomous maintenance checklist: Air compressors

Free template from oelab.com/autonomous-maintenance-checklist. Updated October 2026. Operator checks only: clean, inspect, lubricate and tighten.

Asset name or ID

Location or line

Week of

Team leader

Before you start: stop the machine and lock it out as your procedure requires before cleaning or reaching inside guards. Follow the manufacturer's manual for intervals and lubricants.

Photo or sketch of the machine: number each check point on it

Daily checks

Mark each day: ✓ OK, X problem (hang a tag and log it below), n/a

Type	Check	Look for	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Clean	Wipe the compressor and keep the intake and cooler area clear	Oil mist, dust on the cooler, boxes blocking the airflow							
Inspect	Drain the condensate, or check that the automatic drain cycles	No water at the drain, or a drain that blows air all the time							
Inspect	Read the discharge pressure and temperature	A reading outside the normal range marked on the gauge							
Inspect	Listen around the unit, the receiver and the hoses	Hissing air leaks, knocking or a new noise							
Lubricate	Check the oil level in the sight glass (oil-lubricated units)	Level below the mark, foam or dark oil							
Tighten	Check the match marks on the panel and mounting bolts	A mark out of line, a panel that rattles							
Operator initials									
Time									

Weekly checks

Type	Check	Look for	OK	Problem	Initials	Date, time
Clean	Brush dust off the cooler grille and the cabinet vents	Clogged fins, dust that builds up again within days	☐	☐		
Inspect	Check the intake filter indicator and the belt guard	Indicator in the red, a squealing or flapping belt	☐	☐		
Lubricate	Top up oil at the marked filler with the oil named on the label (oil-lubricated units)	Oil used faster than last week	☐	☐		
Tighten	Check hose clamps and fittings at the marked points by hand	A fitting that hisses or moves (tag it for maintenance)	☐	☐		

Abnormality log (red tags)

Tag no.	Date, time	What was found, and where	Fix by	Closed (date, initials)

Week reviewed by the team leader (name)

Date

Open tags carried to next week

Hang a tag at the spot of every problem and write its number here. The manual and your own findings set the real intervals.

Autonomous maintenance checklist: Conveyors

Free template from oelab.com/autonomous-maintenance-checklist. Updated October 2026. Operator checks only: clean, inspect, lubricate and tighten.

Asset name or ID

Location or line

Week of

Team leader

Before you start: stop the machine and lock it out as your procedure requires before cleaning or reaching inside guards. Follow the manufacturer's manual for intervals and lubricants.

Photo or sketch of the machine: number each check point on it

Daily checks

Mark each day: ✓ OK, X problem (hang a tag and log it below), n/a

Type	Check	Look for	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Clean	Clear spillage and build-up at transfer points, with the conveyor stopped and locked out	Build-up that returns at the same spot (mistracking or a worn scraper)							
Inspect	Watch the belt run for one full turn	Belt off centre, frayed edges, tears, a damaged splice							
Inspect	Listen along the rollers and the drive	Squealing or grinding, a roller that does not turn							
Inspect	Check that guards and pull-cord switches are in place	A missing or loose guard, a slack pull cord							
Lubricate	Check the oil or lubricator level at the drive, where fitted	Level below the mark, dry chain links							
Tighten	Check the match marks on the drive and take-up bolts	A mark out of line, a loose bracket							
Operator initials									
Time									

Weekly checks

Type	Check	Look for	OK	Problem	Initials	Date, time
Clean	Clean photo-eyes and sensors with a dry cloth	Dirty lenses, a sensor knocked out of position	☐	☐		
Inspect	Check the belt scraper and the skirt rubbers	Gaps, a worn scraper blade, spillage at the skirts	☐	☐		
Lubricate	Lubricate the marked points with the lubricant named on the label	Points that are dry or caked with old grease	☐	☐		
Tighten	Tighten loose guard and sensor bracket fixings at the marked points	A fixing that keeps working loose (tag it for maintenance)	☐	☐		

Abnormality log (red tags)

Tag no.	Date, time	What was found, and where	Fix by	Closed (date, initials)

Week reviewed by the team leader (name)

Date

Open tags carried to next week

Hang a tag at the spot of every problem and write its number here. The manual and your own findings set the real intervals.

Autonomous maintenance checklist: Electric motors

Free template from oelab.com/autonomous-maintenance-checklist. Updated October 2026. Operator checks only: clean, inspect, lubricate and tighten.

Asset name or ID

Location or line

Week of

Team leader

Before you start: stop the machine and lock it out as your procedure requires before cleaning or reaching inside guards. Follow the manufacturer's manual for intervals and lubricants.

Photo or sketch of the machine: number each check point on it

Daily checks

Mark each day: ✓ OK, X problem (hang a tag and log it below), n/a

Type	Check	Look for	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Clean	Keep the fan cover and cooling fins free of dust and debris	A blocked fan cover, oil or dust caked on the fins							
Inspect	Feel for heat, or use an infrared thermometer, and listen	Hotter or louder than usual, a new hum or rattle							
Inspect	Look at the terminal box and the cable entry	A burning smell, discoloration, a damaged cable or gland							
Inspect	Watch the motor and the driven machine run together	More vibration than usual, a guard that rattles							
Tighten	Check the match marks on the mounting bolts	A mark out of line, a missing bolt							
Operator initials									
Time									

Weekly checks

Type	Check	Look for	OK	Problem	Initials	Date, time
Clean	Wipe the motor frame and the fan cover	Oil on the frame from a nearby leak, heavy dust	☐	☐		
Inspect	Check the belt or coupling guard	A damaged guard, belt dust or rubber under it	☐	☐		
Lubricate	Check that the grease points are capped and clean; grease only at the interval in the manual	Missing caps, grease pushed out of the bearing housing	☐	☐		
Tighten	Check that the terminal box cover is closed and its screws are in place	A loose or missing screw (tag it for an electrician)	☐	☐		

Abnormality log (red tags)

Tag no.	Date, time	What was found, and where	Fix by	Closed (date, initials)

Week reviewed by the team leader (name)

Date

Open tags carried to next week

Hang a tag at the spot of every problem and write its number here. The manual and your own findings set the real intervals.

Autonomous maintenance checklist: Gearboxes

Free template from oelab.com/autonomous-maintenance-checklist. Updated October 2026. Operator checks only: clean, inspect, lubricate and tighten.

Asset name or ID

Location or line

Week of

Team leader

Before you start: stop the machine and lock it out as your procedure requires before cleaning or reaching inside guards. Follow the manufacturer's manual for intervals and lubricants.

Photo or sketch of the machine: number each check point on it

Daily checks

Mark each day: ✓ OK, X problem (hang a tag and log it below), n/a

Type	Check	Look for	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Clean	Wipe the housing so leaks and heat show	Fresh oil on the housing, dirt caked on the fins							
Inspect	Listen and feel for noise, heat and vibration	A whine, knocking, or hotter than usual							
Inspect	Check the shaft seals and the drain plug	Drips or a wet patch							
Lubricate	Check the oil level in the sight glass	Level below the mark, foamy, milky or dark oil							
Tighten	Check the match marks on the mounting and torque arm bolts	A mark out of line, a missing bolt							
Operator initials									
Time									

Weekly checks

Type	Check	Look for	OK	Problem	Initials	Date, time
Clean	Clean the breather and the area around it	A blocked or caked breather	☐	☐		
Inspect	Check the coupling guard	A loose or damaged guard	☐	☐		
Lubricate	Top up oil at the marked filler with the oil named on the label	Oil used faster than last week (tag a leak)	☐	☐		
Tighten	Check the guard fixings at the marked points	A bolt that turns by hand (tag it for maintenance)	☐	☐		

Abnormality log (red tags)

Tag no.	Date, time	What was found, and where	Fix by	Closed (date, initials)

Week reviewed by the team leader (name)

Date

Open tags carried to next week

Hang a tag at the spot of every problem and write its number here. The manual and your own findings set the real intervals.

Autonomous maintenance checklist: Filling machines

Free template from oelab.com/autonomous-maintenance-checklist. Updated October 2026. Operator checks only: clean, inspect, lubricate and tighten.

Asset name or ID

Location or line

Week of

Team leader

Before you start: stop the machine and lock it out as your procedure requires before cleaning or reaching inside guards. Follow the manufacturer's manual for intervals and lubricants.

Photo or sketch of the machine: number each check point on it

Daily checks

Mark each day: ✓ OK, X problem (hang a tag and log it below), n/a

Type	Check	Look for	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Clean	Clean and sanitize product contact parts as your cleaning procedure requires	Product build-up, residue left after cleaning							
Clean	Clean drips and spills from the frame and the conveyors	Spills that return at the same nozzle							
Inspect	Check fill weights or volumes at start-up	A fill outside the specification							
Inspect	Check the nozzles	Drips, blockages or damage							
Inspect	Check guards, doors and interlocks	A door that lets the machine run open, a damaged interlock							
Inspect	Check the air pressure at the regulator	A needle outside the normal range, water in the filter bowl							
Tighten	Check change parts and guides against their match marks	A change part loose or out of position							
Operator initials									
Time									

Weekly checks

Type	Check	Look for	OK	Problem	Initials	Date, time
Clean	Clean photo-eyes and sensors	Dirty lenses, a sensor out of position	☐	☐		
Inspect	Check the seals and O-rings you can see on valves and nozzles	Cracks, swelling or leaks	☐	☐		
Lubricate	Lubricate the marked points with the food grade lubricant named on the label	Dry points, old grease near the product	☐	☐		
Tighten	Check the hand screws on change parts and guides	A screw that works loose during the week (tag it for maintenance)	☐	☐		

Abnormality log (red tags)

Tag no.	Date, time	What was found, and where	Fix by	Closed (date, initials)

Week reviewed by the team leader (name)

Date

Open tags carried to next week

Hang a tag at the spot of every problem and write its number here. The manual and your own findings set the real intervals.

Autonomous maintenance checklist: Packaging machines

Free template from oelab.com/autonomous-maintenance-checklist. Updated October 2026. Operator checks only: clean, inspect, lubricate and tighten.

Asset name or ID

Location or line

Week of

Team leader

Before you start: stop the machine and lock it out as your procedure requires before cleaning or reaching inside guards. Follow the manufacturer's manual for intervals and lubricants.

Photo or sketch of the machine: number each check point on it

Daily checks

Mark each day: ✓ OK, X problem (hang a tag and log it below), n/a

Type	Check	Look for	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Clean	Clean film, glue and product residue from the forming, sealing and cutting areas, with the machine stopped	Residue on the sealing jaws, glue strings							
Inspect	Check seal quality on the first packs	Weak, wrinkled or leaking seals, misprints							
Inspect	Check guards, doors and interlocks	A door that lets the machine run open, a damaged interlock							
Inspect	Check the air pressure at the main regulator	A needle outside the normal range, water in the filter bowl							
Lubricate	Check the oil level in the air line lubricator, where fitted	Level below the mark, no drip in the sight dome							
Tighten	Check format parts and guides against their match marks	A part loose or out of position							
Operator initials									
Time									

Weekly checks

Type	Check	Look for	OK	Problem	Initials	Date, time
Clean	Clean sensors, photo-eyes and the print mark reader	Dirty lenses, false stops	☐	☐		
Inspect	Check the knives, belts and suction cups you can see	Nicks, frayed belts, torn suction cups	☐	☐		
Lubricate	Lubricate the marked points with the lubricant named on the label	Dry points, dirty old grease	☐	☐		
Tighten	Check the hand screws and quick clamps on format parts	A screw that works loose (tag it for maintenance)	☐	☐		

Abnormality log (red tags)

Tag no.	Date, time	What was found, and where	Fix by	Closed (date, initials)

Week reviewed by the team leader (name)

Date

Open tags carried to next week

Hang a tag at the spot of every problem and write its number here. The manual and your own findings set the real intervals.

Autonomous maintenance checklist: CNC machines

Free template from oelab.com/autonomous-maintenance-checklist. Updated October 2026. Operator checks only: clean, inspect, lubricate and tighten.

Asset name or ID

Location or line

Week of

Team leader

Before you start: stop the machine and lock it out as your procedure requires before cleaning or reaching inside guards. Follow the manufacturer's manual for intervals and lubricants.

Photo or sketch of the machine: number each check point on it

Daily checks

Mark each day: ✓ OK, X problem (hang a tag and log it below), n/a

Type	Check	Look for	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Clean	Clear chips from the work area, the way covers and the chip conveyor	Chips packed under the way covers, a jammed conveyor							
Inspect	Check coolant level and concentration with a refractometer	Low level, concentration outside the range, smell or foam							
Inspect	Check the air pressure and drain the air filter bowl	Low pressure, water in the bowl							
Inspect	Check the door window, the door interlock and the work light	A cracked window, an interlock that does not stop the machine							
Lubricate	Check the way lube and spindle lube levels	Level below the mark, or a level that never drops (lube not pumping)							
Tighten	Check vise and fixture bolts against their match marks	A mark out of line, a fixture that moves							
Operator initials									
Time									

Weekly checks

Type	Check	Look for	OK	Problem	Initials	Date, time
Clean	Clean the coolant tank screens and skim off tramp oil	An oil film on the coolant, blocked screens	☐	☐		
Inspect	Check the way covers and wipers	Torn wipers, dented covers, chips getting under	☐	☐		
Lubricate	Fill the way lube tank with the oil named on the label	Oil used faster or slower than last week	☐	☐		
Tighten	Check cover and guard fixings at the marked points	A rattling cover (tag it for maintenance)	☐	☐		

Abnormality log (red tags)

Tag no.	Date, time	What was found, and where	Fix by	Closed (date, initials)

Week reviewed by the team leader (name)

Date

Open tags carried to next week

Hang a tag at the spot of every problem and write its number here. The manual and your own findings set the real intervals.

Autonomous maintenance checklist: Injection molding machines

Free template from oelab.com/autonomous-maintenance-checklist. Updated October 2026. Operator checks only: clean, inspect, lubricate and tighten.

Asset name or ID

Location or line

Week of

Team leader

Before you start: stop the machine and lock it out as your procedure requires before cleaning or reaching inside guards. Follow the manufacturer's manual for intervals and lubricants.

Photo or sketch of the machine: number each check point on it

Daily checks Mark each day: ✓ OK, X problem (hang a tag and log it below), n/a

Type	Check	Look for	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Clean	Wipe the machine and the area under the barrel and the hopper	Oil on the frame, plastic dust, spilled granules							
Inspect	Check the hydraulic oil level and temperature	Level below the mark, hotter than usual							
Inspect	Check the mold cooling water flow and hose connections	Leaking hoses, a flow indicator that does not turn							
Inspect	Look for oil, water and material leaks	Drips under hoses, at the nozzle or at the cylinders							
Inspect	Check the safety gate and its interlocks	A gate that does not stop the machine							
Lubricate	Check the central lubrication reservoir level	Level below the mark, a lubrication alarm on the screen							
Tighten	Check mold clamps and water hose clamps against their match marks	A clamp out of line or loose							
Operator initials									
Time									

Weekly checks

Type	Check	Look for	OK	Problem	Initials	Date, time
Clean	Clean the hopper area and the dryer filter	Dust and fines in the filter	☐	☐		
Inspect	Check the heater zone temperatures against the set points	A zone that cannot reach its set point	☐	☐		
Lubricate	Top up the central lubrication reservoir with the grease or oil named on the label	Used faster than last week	☐	☐		
Tighten	Check guard and safety gate fixings at the marked points	A bolt that turns by hand (tag it for maintenance)	☐	☐		

Abnormality log (red tags)

Tag no.	Date, time	What was found, and where	Fix by	Closed (date, initials)

Week reviewed by the team leader (name)

Date

Open tags carried to next week

Hang a tag at the spot of every problem and write its number here. The manual and your own findings set the real intervals.

Autonomous maintenance checklist: Hydraulic systems

Free template from oelab.com/autonomous-maintenance-checklist. Updated October 2026. Operator checks only: clean, inspect, lubricate and tighten.

Asset name or ID

Location or line

Week of

Team leader

Before you start: stop the machine and lock it out as your procedure requires before cleaning or reaching inside guards. Follow the manufacturer's manual for intervals and lubricants.

Photo or sketch of the machine: number each check point on it

Daily checks

Mark each day: ✓ OK, X problem (hang a tag and log it below), n/a

Type	Check	Look for	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Clean	Wipe the power unit, hoses and cylinders so new leaks show	Fresh oil on a surface you cleaned							
Inspect	Check the oil level and temperature	Level below the mark, foamy or milky oil, hotter than usual							
Inspect	Look along hoses, fittings and cylinders	Drips, wet fittings, rubbing or bulging hoses							
Inspect	Read the system pressure	A needle outside the normal range marked on the gauge							
Inspect	Listen to the pump	A whine or a gravel sound (cavitation)							
Tighten	Check hose clamps and the pump mounting against their match marks	A mark out of line, a clamp that moves							
Operator initials									
Time									

Weekly checks

Type	Check	Look for	OK	Problem	Initials	Date, time
Clean	Clean around the breather and the filler cap	Dirt around the cap, a blocked breather	☐	☐		
Inspect	Check the filter condition indicators	Indicator in the red	☐	☐		
Lubricate	Top up oil through the filler filter with the oil named on the label	Oil used faster than last week (tag a leak)	☐	☐		
Tighten	Check hose clamps and brackets at the marked points	A clamp that moves, a hose that rubs (tag it for maintenance)	☐	☐		

Abnormality log (red tags)

Tag no.	Date, time	What was found, and where	Fix by	Closed (date, initials)

Week reviewed by the team leader (name)

Date

Open tags carried to next week

Hang a tag at the spot of every problem and write its number here. The manual and your own findings set the real intervals.

Autonomous maintenance checklist: Any other machine (general checks)

Free template from oelab.com/autonomous-maintenance-checklist. Updated October 2026. Operator checks only: clean, inspect, lubricate and tighten.

Asset name or ID

Location or line

Week of

Team leader

Before you start: stop the machine and lock it out as your procedure requires before cleaning or reaching inside guards. Follow the manufacturer's manual for intervals and lubricants.

Photo or sketch of the machine: number each check point on it

Daily checks Mark each day: ✓ OK, X problem (hang a tag and log it below), n/a

Type	Check	Look for	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Clean	Wipe the machine and the floor around it so leaks and loose parts show	Fresh oil or water on a clean surface, parts on the floor							
Inspect	Look, listen and feel while the machine runs	A new noise, more heat or vibration, a burning smell							
Inspect	Read every gauge and display the operator uses	A value outside the normal range marked on it, an alarm							
Inspect	Check that guards, covers and emergency stops are in place	A missing or loose guard, a blocked emergency stop							
Lubricate	Check the oil level at each sight glass marked for operators	Level below the mark, milky, foamy or dark oil							
Tighten	Check the match marks on accessible bolts and fixings	A mark out of line, a missing bolt, a part that moves							
Operator initials									
Time									

Weekly checks

Type	Check	Look for	OK	Problem	Initials	Date, time
Clean	Clean the vents, fans, filters and sensors you can reach	Clogged vents, dirty lenses, dust that returns within days	☐	☐		
Inspect	Check the belts, chains, hoses and cables you can see	Fraying, cracks, rubbing, a sagging belt or chain	☐	☐		
Lubricate	Lubricate the marked points with the lubricant named on the label	Dry points, old caked grease, used faster than last week	☐	☐		
Tighten	Check handles, clamps and hand screws at the marked points	A fixing that keeps working loose (tag it for maintenance)	☐	☐		

Abnormality log (red tags)

Tag no.	Date, time	What was found, and where	Fix by	Closed (date, initials)

Week reviewed by the team leader (name)

Date

Open tags carried to next week

Hang a tag at the spot of every problem and write its number here. The manual and your own findings set the real intervals.