

Preventive maintenance checklist: Pumps (centrifugal)

Free template from oelab.com/preventive-maintenance-checklist-template. Updated October 2026.

Asset name or ID

Location or line

Week or month

Checklist owner

Before you start: isolate and lock out the machine before any task inside guards or covers. Follow the manufacturer's manual for intervals, lubricants, quantities and torque values.

Task	Who	Done	Problem	Done by	Date	Notes
Daily						
Check the seal, gaskets and pipe joints for leaks	Operator	☐	☐			
Listen for unusual noise or cavitation (a gravel sound) and feel for vibration	Operator	☐	☐			
Read suction and discharge pressure and compare with the normal reading	Operator	☐	☐			
Check bearing housing temperature by touch or with an infrared thermometer	Operator	☐	☐			
Weekly						
Check bearing oil level and condition; top up with the oil the manual names	Technician	☐	☐			
Check packing leak-off and adjust the gland, on pumps with packing	Technician	☐	☐			
Clean the suction strainer if the pressure readings show it is blocking	Technician	☐	☐			
Monthly						
Grease the bearings with the grease type and quantity in the manual	Technician	☐	☐			
Check the coupling guard, the coupling and the baseplate bolts	Technician	☐	☐			
Take vibration readings at each bearing and log them	Technician	☐	☐			
Quarterly						
Check pump to motor shaft alignment	Technician	☐	☐			
Measure motor current and compare with the nameplate and past readings	Electrician	☐	☐			
Check the coupling element for wear and replace it if worn	Technician	☐	☐			
Annually						
Inspect the impeller and wear rings for wear and erosion; check clearances against the manual	Technician	☐	☐			
Change the bearing oil, or at the interval the manual gives	Technician	☐	☐			
Check pump performance against its curve: flow, head and power	Technician	☐	☐			

Mark Problem when a check finds something, and raise a work order for it. The frequencies are a common starting point; your manual and your failure history set the real intervals.

Preventive maintenance checklist: Air compressors

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Checklist owner

Before you start: isolate and lock out the machine before any task inside guards or covers. Follow the manufacturer's manual for intervals, lubricants, quantities and torque values.

Task	Who	Done	Problem	Done by	Date	Notes
Daily						
Drain condensate from the receiver and filters, or check that the automatic drains work	Operator	☐	☐			
Check discharge pressure and temperature against the normal readings	Operator	☐	☐			
Check the oil level on oil-lubricated units	Operator	☐	☐			
Listen for air leaks and unusual noise	Operator	☐	☐			
Weekly						
Check the intake air filter and its pressure drop indicator	Technician	☐	☐			
Clean the cooler fins and keep the area around the compressor clear	Technician	☐	☐			
Check belt tension and condition on belt-driven units	Technician	☐	☐			
Monthly						
Check that the safety relief valve operates, using the test method in the manual	Technician	☐	☐			
Survey the air network for leaks with an ultrasonic detector or soapy water	Technician	☐	☐			
Inspect hoses, fittings and condensate drain lines	Technician	☐	☐			
Quarterly						
Check the oil filter and separator pressure drop; replace elements as the manual specifies	Technician	☐	☐			
Take an oil sample for analysis on oil-lubricated units	Technician	☐	☐			
Check electrical connections and motor mountings for tightness	Electrician	☐	☐			
Annually						
Change the compressor oil, or at the running hours the manual gives	Technician	☐	☐			
Clean the cooler cores and check the thermostatic valve	Technician	☐	☐			
Have the air receiver inspected as your local pressure vessel rules require	Specialist	☐	☐			

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Preventive maintenance checklist: Conveyors

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Asset name or ID

Location or line

Week or month

Checklist owner

Before you start: isolate and lock out the machine before any task inside guards or covers. Follow the manufacturer's manual for intervals, lubricants, quantities and torque values.

Task	Who	Done	Problem	Done by	Date	Notes
Daily						
Check belt tracking and look for edge damage or tears	Operator	☐	☐			
Clear material build-up at pulleys, rollers and transfer points, with the conveyor stopped and locked out	Operator	☐	☐			
Listen for noisy rollers or bearings	Operator	☐	☐			
Check that all guards are in place	Operator	☐	☐			
Weekly						
Test the emergency stops and pull-cord switches	Technician	☐	☐			
Check belt tension and the condition of the splice	Technician	☐	☐			
Clean photo-eyes and sensors	Operator	☐	☐			
Monthly						
Lubricate bearings and chains as the manual specifies	Technician	☐	☐			
Check that rollers turn freely and replace seized ones	Technician	☐	☐			
Inspect and adjust belt scrapers and skirt rubbers	Technician	☐	☐			
Quarterly						
Check the drive gearbox oil level and breather	Technician	☐	☐			
Check pulley lagging and pulley alignment	Technician	☐	☐			
Check motor current and the drive connections	Electrician	☐	☐			
Annually						
Measure belt wear and plan the replacement	Technician	☐	☐			
Inspect the frame, supports and bolts for damage and corrosion	Technician	☐	☐			
Take a thermal image of the drive panel and motor connections	Electrician	☐	☐			

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Preventive maintenance checklist: Electric motors

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Asset name or ID

Location or line

Week or month

Checklist owner

Before you start: isolate and lock out the machine before any task inside guards or covers. Follow the manufacturer's manual for intervals, lubricants, quantities and torque values.

Task	Who	Done	Problem	Done by	Date	Notes
Daily						
Listen for unusual noise and feel for vibration	Operator	☐	☐			
Check the motor is not running hotter than usual, by touch or with an infrared thermometer	Operator	☐	☐			
Keep the fan cover and cooling fins clear of dust and debris	Operator	☐	☐			
Check for a burning smell or discoloration at the terminal box	Operator	☐	☐			
Weekly						
Clean the motor frame and fan cover	Operator	☐	☐			
Check the mounting bolts for looseness	Technician	☐	☐			
Check cables, glands and conduit for damage	Electrician	☐	☐			
Monthly						
Measure running current on each phase and compare with the nameplate	Electrician	☐	☐			
Take vibration readings at both bearings and log them	Technician	☐	☐			
Check belt tension or coupling alignment to the driven machine	Technician	☐	☐			
Quarterly						
Grease the bearings with the grease and quantity the manual gives; do not over-grease	Technician	☐	☐			
Take a thermal image of the terminal box and the starter or drive connections	Electrician	☐	☐			
Check the earth (ground) connection	Electrician	☐	☐			
Annually						
Test insulation resistance and log it so the trend shows	Electrician	☐	☐			
Check terminal connections are tight to the torque in the manual	Electrician	☐	☐			
Inspect the bearings and plan a replacement if noise or vibration readings are rising	Technician	☐	☐			

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Preventive maintenance checklist: Gearboxes

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Asset name or ID

Location or line

Week or month

Checklist owner

Before you start: isolate and lock out the machine before any task inside guards or covers. Follow the manufacturer's manual for intervals, lubricants, quantities and torque values.

Task	Who	Done	Problem	Done by	Date	Notes
Daily						
Check for oil leaks at seals and joints	Operator	☐	☐			
Listen for unusual noise and feel for heat or vibration	Operator	☐	☐			
Check the oil level in the sight glass	Operator	☐	☐			
Weekly						
Check that the breather is clean and not blocked	Technician	☐	☐			
Clean the housing so it can shed heat	Operator	☐	☐			
Check the mounting bolts	Technician	☐	☐			
Monthly						
Measure housing temperature with an infrared thermometer and log it	Technician	☐	☐			
Take vibration readings and log them	Technician	☐	☐			
Check the couplings and their guards	Technician	☐	☐			
Quarterly						
Take an oil sample for analysis	Technician	☐	☐			
Check the shaft seals and replace any that are weeping	Technician	☐	☐			
Check backlash at the output shaft and log it	Technician	☐	☐			
Annually						
Change the oil, or at the interval the manual or the oil analysis gives	Technician	☐	☐			
Inspect the gear teeth through the inspection cover for wear and pitting	Technician	☐	☐			
Check alignment with the motor and the driven machine	Technician	☐	☐			

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Preventive maintenance checklist: Filling machines

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Asset name or ID

Location or line

Week or month

Checklist owner

Before you start: isolate and lock out the machine before any task inside guards or covers. Follow the manufacturer's manual for intervals, lubricants, quantities and torque values.

Task	Who	Done	Problem	Done by	Date	Notes
Daily						
Clean and sanitize product contact parts as your cleaning procedure requires	Operator	☐	☐			
Check fill weights or volumes against the specification at start-up	Operator	☐	☐			
Check the nozzles for drips, blockages and damage	Operator	☐	☐			
Check that guards, doors and interlocks work	Operator	☐	☐			
Weekly						
Inspect seals, O-rings and gaskets on valves and nozzles	Technician	☐	☐			
Lubricate the points in the manual, with food grade lubricant where required	Technician	☐	☐			
Clean and check sensors and photo-eyes	Operator	☐	☐			
Monthly						
Verify or calibrate the fill measurement (scale or flow meter)	Technician	☐	☐			
Check star wheels, guides and change parts for wear	Technician	☐	☐			
Check pneumatic filters, regulators and lines for leaks	Technician	☐	☐			
Quarterly						
Replace the wear seals on the fill valves as the manual specifies	Technician	☐	☐			
Check drive chains, belts and the gearbox	Technician	☐	☐			
Check the timing between infeed, filling and capping	Technician	☐	☐			
Annually						
Overhaul the fill valves	Technician	☐	☐			
Inspect the turret and drive bearings	Technician	☐	☐			
Review the change parts and the critical spares	Technician	☐	☐			

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Preventive maintenance checklist: Packaging machines

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Asset name or ID

Location or line

Week or month

Checklist owner

Before you start: isolate and lock out the machine before any task inside guards or covers. Follow the manufacturer's manual for intervals, lubricants, quantities and torque values.

Task	Who	Done	Problem	Done by	Date	Notes
Daily						
Clean film, glue and product residue from the forming, sealing and cutting areas	Operator	☐	☐			
Check seal quality on the first packs and the sealing jaws for build-up	Operator	☐	☐			
Check that guards, doors and interlocks work	Operator	☐	☐			
Check the air pressure at the main regulator	Operator	☐	☐			
Weekly						
Clean sensors, photo-eyes and the print mark reader	Operator	☐	☐			
Check knives and cutters for damage and sharpness	Technician	☐	☐			
Lubricate the points in the manual	Technician	☐	☐			
Monthly						
Check belts, chains and timing belts for wear and tension	Technician	☐	☐			
Check the sealing temperature against the set point with a calibrated thermometer	Technician	☐	☐			
Inspect suction cups and vacuum pads	Technician	☐	☐			
Quarterly						
Check bearings, cams and cam followers	Technician	☐	☐			
Check pneumatic cylinders for leaks and end cushioning	Technician	☐	☐			
Check servo drive and motor connections	Electrician	☐	☐			
Annually						
Replace wear parts such as sealing jaw coatings and knives as the manual specifies	Technician	☐	☐			
Check the gearbox oil	Technician	☐	☐			
Test the whole safety circuit and every interlock	Electrician	☐	☐			

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Preventive maintenance checklist: CNC machines

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Asset name or ID

Location or line

Week or month

Checklist owner

Before you start: isolate and lock out the machine before any task inside guards or covers. Follow the manufacturer's manual for intervals, lubricants, quantities and torque values.

Task	Who	Done	Problem	Done by	Date	Notes
Daily						
Check the way lube and spindle lubrication levels	Operator	☐	☐			
Check coolant level and concentration with a refractometer	Operator	☐	☐			
Clear chips from the work area and check the chip conveyor	Operator	☐	☐			
Check the air pressure and drain the air filter bowl	Operator	☐	☐			
Weekly						
Clean the coolant tank screens and skim off tramp oil	Operator	☐	☐			
Clean the spindle taper and the tool holder tapers	Operator	☐	☐			
Check the door window, the door interlock and the work light	Operator	☐	☐			
Monthly						
Clean the electrical cabinet filters and check the cabinet fans	Electrician	☐	☐			
Check hydraulic oil level and pressure, where fitted	Technician	☐	☐			
Check way covers and wipers for damage	Technician	☐	☐			
Quarterly						
Check that the machine is level	Technician	☐	☐			
Check spindle runout with a test bar and dial indicator	Technician	☐	☐			
Measure the backlash on each axis and log it	Technician	☐	☐			
Annually						
Empty and clean the coolant tank and refill with fresh coolant	Technician	☐	☐			
Check axis accuracy with a ballbar or laser	Specialist	☐	☐			
Change hydraulic oil and filters, and check the backup batteries, as the manual specifies	Technician	☐	☐			

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Preventive maintenance checklist: Injection molding machines

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Asset name or ID

Location or line

Week or month

Checklist owner

Before you start: isolate and lock out the machine before any task inside guards or covers. Follow the manufacturer's manual for intervals, lubricants, quantities and torque values.

Task	Who	Done	Problem	Done by	Date	Notes
Daily						
Check hydraulic oil level and temperature	Operator	☐	☐			
Check mold cooling water flow and temperature	Operator	☐	☐			
Check for oil, water and material leaks	Operator	☐	☐			
Check that the safety gate and its interlocks work	Operator	☐	☐			
Weekly						
Check heater band temperatures against the set points	Technician	☐	☐			
Check the automatic lubrication of the toggle and tie bars, or lubricate as the manual specifies	Technician	☐	☐			
Clean the machine, the hopper area and the dryer filter	Operator	☐	☐			
Monthly						
Check heater bands and thermocouples; replace any that have failed	Electrician	☐	☐			
Clean the oil cooler and check the water filters	Technician	☐	☐			
Inspect hydraulic hoses and fittings	Technician	☐	☐			
Quarterly						
Take a hydraulic oil sample for analysis	Technician	☐	☐			
Watch screw recovery time and cushion for signs of screw or check ring wear	Technician	☐	☐			
Check electrical cabinet connections and fans	Electrician	☐	☐			
Annually						
Measure screw and barrel wear	Specialist	☐	☐			
Check platen parallelism and the condition of the tie bars	Specialist	☐	☐			
Replace the hydraulic filters, and the oil if the analysis calls for it	Technician	☐	☐			

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Preventive maintenance checklist: Hydraulic systems

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Asset name or ID

Location or line

Week or month

Checklist owner

Before you start: isolate and lock out the machine before any task inside guards or covers. Follow the manufacturer's manual for intervals, lubricants, quantities and torque values.

Task	Who	Done	Problem	Done by	Date	Notes
Daily						
Check the oil level and temperature	Operator	☐	☐			
Look for leaks at hoses, fittings and cylinders	Operator	☐	☐			
Read the system pressure and compare with the normal reading	Operator	☐	☐			
Listen for pump noise that sounds like cavitation	Operator	☐	☐			
Weekly						
Check the filter condition indicators	Technician	☐	☐			
Check the reservoir breather	Technician	☐	☐			
Check hoses for abrasion, kinks and bulges	Technician	☐	☐			
Monthly						
Clean the oil cooler	Technician	☐	☐			
Check the accumulator pre-charge, by a trained person following the manual	Technician	☐	☐			
Check cylinder rods for damage and rod seals for leaks	Technician	☐	☐			
Quarterly						
Take an oil sample for analysis (particle count and water)	Technician	☐	☐			
Change the filters when the indicator or the manual calls for it	Technician	☐	☐			
Check the pump to motor coupling and alignment	Technician	☐	☐			
Annually						
Change the oil if the analysis calls for it	Technician	☐	☐			
Inspect and clean the inside of the reservoir	Technician	☐	☐			
Replace hoses that are damaged or past the service life the hose maker gives	Technician	☐	☐			

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