A technical education with a ball bearing and compass

Description automatically generated*Preventative Maintenance Schedule*

*Program Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*High School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Machines/Equipment should be checked routinely for problems and maintenance needs.

Please send maintenance request if a deficiency is found.

Instructor initials indicate the equipment was checked.

1. Change the equipment list to match your lab needs. If equipment costs less to repair than to replace, it should be on the list.
2. Consider allowing a student assigned as the lab manager to do the initial check and follow up with your own check of the equipment.
3. You may adjust to check equipment more frequently if needed.
4. You can keep this posted in the lab as visible documentation throughout the school year and upload a copy to the Google Classroom annually.

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| Equipment | 1st Semester  Date | Checked By: | 2nd Semester  Date | Checked By: |
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