
Work Order

Work completed description

1

2

3

4

5

Findings and recommendations

Technician confirmation

first and last name

date and time

Signatures

technician signature

client signature

date and time

date and time

Client

first and last name

address

zip

state

phone number

email

Agreement

agreement number

client number

agreement start date

agreement end date

Under warranty?

yes

no

Maintenance Check List

Powered conveyor PM check list

Motor	Check noise, temperature and mounting bolts.
Reducer	Check noise, temperature and oil level, top off as required.
Belting	Check tracking, tension and lacing, adjust as required.
Belts	Check tension, wear, and sheave alignment. Adjust as required.
Drive Chain	Check tension, lubricate and inspect for wear.
Pulleys & Rollers	Check noise, inspect bearings where applicable, check bolts.
Sprockets	Check for wear, check set screws and keys.
System	General inspection looking for loose bolts and hardware. Tighten as required. Remove debris from conveyors such as loose paper, cardboard pallet shreds, and any other debris found.

Technician confirmation

first name

last name

date

time in

time out

Signatures

technician signature

client signature

date and time

date and time

Client

first and last name

address

zip

state

phone number

email

client comments