

# Work Order

## Description

work completed description

1.

2.

3.

4.

5.

## Findings & Recommendations

## Confirmation

technician

first name

last name

date

time

technician signature

client signature

date

date

## Client

name

address

street

zip

state

contact

first name

last name

phone number

mail

## Agreement

agreement number

client number

agreement start date

agreement end date

## Under Warranty?

yes

no

# Maintenance Check List

## Powered Conveyor PM Check List

<b>Motor</b>	Check noise, temperature and mounting bolts.
<b>Reducer</b>	Check noise, temperature and oil level, top off as required.
<b>Belting</b>	Check tracking, tension and lacing, adjust as required.
<b>Belts</b>	Check tension, wear, and sheave alignment. Adjust as required.
<b>Drive Chain</b>	Check tension, lubricate and inspect for wear.
<b>Pulleys &amp; Rollers</b>	Check noise, inspect bearings where applicable, check bolts.
<b>Sprockets</b>	Check for wear, check set screws and keys.
<b>System</b>	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.

## Confirmation

technician

name

surname

date

time in

time out

technician signature

client signature

date

date

## Client

name

address

street

zip

state

contact

first name

last name

phone number

mail

client comments