

Work Order

Description

work completed description

1.
2.
3.
4.
5.

Findings & Recommendations

[Handwritten signature]

Confirmation

technician

first name

last name

date

time

technician signature

[Handwritten signature]

date

client signature

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

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.

Confirmation

technician

name

surname

date

time in

time out

technician signature



date

client signature

date

Client

name

address

street

zip

state

contact

first name

last name

phone number

mail

client comments