# IT Maintenance Log

This form is to be completed whenever IT Support Service staff perform routine maintenance. One copy is to be retained on site with machine documentation and a photocopy is to be returned to IT Support.

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| --- | --- | --- | --- |
| Machine ID | Location | Contact name | Phone |
|  |  |  |  |

## Maintenance procedures

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| --- | --- | --- | --- | --- | --- |
| Date | Procedure | Detailed steps | Time taken | Signed | Comments |
| [Date that you completed] | [e.g. Clean printer] | [List the steps that you performed to complete the task, including the tools used] | [How long did it take? | [Your name] | [e.g. Did you find any problems? What are your recommendations for future maintenance?] |
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