

Preventive Maintenance Checklist ✓

Template for the CNC Machine (Manufacturing)

Frequency	Maintenance Task	Completed	Comments
DAILY	Inspect the machine for any visible damage or abnormalities.	<input type="checkbox"/>	
	Check coolant levels and top up if necessary	<input type="checkbox"/>	
	Clean the machine surfaces and remove any debris or chips	<input type="checkbox"/>	
	Verify proper functioning of safety interlocks and emergency stop buttons	<input type="checkbox"/>	
	Check and replenish lubrication levels as per manufacturer recommendations	<input type="checkbox"/>	
	Inspect and clean the tool holders and remove any built-up residue	<input type="checkbox"/>	
	Inspect and clean the work area, removing any chips or debris	<input type="checkbox"/>	
WEEKLY	Clean the machine's filters and ensure proper airflow for cooling	<input type="checkbox"/>	
	Inspect and clean the spindle taper and remove any accumulated dirt or debris	<input type="checkbox"/>	
	Verify the accuracy of machine axes using calibration equipment	<input type="checkbox"/>	
	Check and tighten any loose bolts or fasteners	<input type="checkbox"/>	
	Inspect and replace worn-out or damaged cutting tools as necessary	<input type="checkbox"/>	
	Verify the functionality of coolant pumps and nozzles	<input type="checkbox"/>	
	Review and update machine tool offsets as needed	<input type="checkbox"/>	
MONTHLY	Inspect and clean or replace air filters, if applicable	<input type="checkbox"/>	
	Check and clean electrical cabinets, removing any dust or debris	<input type="checkbox"/>	
	Inspect and clean the coolant tank and filters	<input type="checkbox"/>	
	Verify and adjust the machine's backlash compensation	<input type="checkbox"/>	
	Calibrate and check the accuracy of machine tools and probes	<input type="checkbox"/>	
	Check and clean the chip conveyor and remove any built-up chips	<input type="checkbox"/>	
	Review and update machine programs and parameters as needed	<input type="checkbox"/>	
QUATERLY	Conduct a thorough inspection of electrical connections and cables	<input type="checkbox"/>	
	Inspect and clean the machine's spindle and spindle bearings	<input type="checkbox"/>	
	Perform a comprehensive check of the machine's lubrication system	<input type="checkbox"/>	
	Verify and adjust the machine's alignment and geometry	<input type="checkbox"/>	
	Inspect and replace worn-out or damaged seals, gaskets, or belts	<input type="checkbox"/>	
	Review and update the machine's preventive maintenance documentation	<input type="checkbox"/>	
SEMI-ANNUAL	Perform a detailed inspection and cleaning of the machine's coolant system	<input type="checkbox"/>	
	Verify and calibrate the machine's tool measurement and tool-setting systems	<input type="checkbox"/>	
	Inspect and clean the machine's electrical cabinets and control panels	<input type="checkbox"/>	
	Conduct a thorough examination of the machine's pneumatic systems	<input type="checkbox"/>	
	Verify and update machine software, drivers, and firmware as necessary	<input type="checkbox"/>	
	Conduct a comprehensive review of the machine's documentation and manuals	<input type="checkbox"/>	
ANNUAL	Schedule a professional inspection and maintenance service by qualified technicians	<input type="checkbox"/>	
	Conduct a thorough examination of the machine's spindle and motor system	<input type="checkbox"/>	
	Perform a comprehensive inspection of the machine's electrical & electronic components	<input type="checkbox"/>	
	Verify and update machine backups and software versions	<input type="checkbox"/>	
	Conduct a detailed examination of the machine's	<input type="checkbox"/>	
	Review and update the machine's maintenance schedule and documentation	<input type="checkbox"/>	
ONGOING	Monitor machine performance, including temperature, vibration, and noise levels	<input type="checkbox"/>	
	Keep a record of maintenance activities, repairs, and any issues encountered	<input type="checkbox"/>	
	Train operators on basic machine maintenance tasks and best practices	<input type="checkbox"/>	
	Respond promptly to any abnormal machine behavior or error messages	<input type="checkbox"/>	
	Stay up to date with manufacturer's recommendations and guidelines	<input type="checkbox"/>	