MONTHLY MAINTENANCE SCHEDULE TEMPLATE

Structured tool for planning and tracking monthly maintenance tasks systematically.

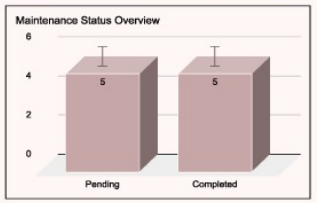
TODAY'S DATE:
November 22, 2023 [2]

MONTHLY MAINTENANCE SCHEDULE

MONTH	November

TOTAL COST
$ 695.00 [4]

TOTAL EQUIPMENT
10 [3]



Equipment [5]	Maintenance Type	Last Maintenance	Next Scheduled	Responsible Person	Materials/Parts Needed	Status	Cost	Notes/Comments
Industrial Press	Preventive	15-Oct-2023	15-Dec-2023	Kent J. Walker	Lubricating oil	Pending	$ 12.00	Checked and lubricated moving parts
CNC Machining Center	Calibration	1-Sep-2023	1-Dec-2023	Alice M. Johnson	Calibration kit	Completed	$ 20.00	Ensured precision machining
Forklift Truck	Inspection	1-Nov-2023	8-Dec-2023	Bob R. Smith	Replacement tires	Pending	$ 25.00	Checked brakes and steering
HVAC System	Routine Check	1-Oct-2023	1-Dec-2023	Carol S. Davis	Air filters, cleaning supplies	Completed	$ 18.00	Inspected and cleaned components
Laboratory Analyzer	Calibration	15-Aug-2023	15-Nov-2023	David L. Anderson	Calibration standards	Pending	$ 30.00	Verified accurate readings
Conveyor Belt System	Preventive	10-Nov-2023	10-Dec-2023	Emily A. Turner	Belt lubricant, inspection tools	Completed	$ 80.00	Checked and lubricated conveyor belt
3D Printer	Calibration	5-Nov-2023	5-Dec-2023	Frank M. Harris	Calibration materials	Pending	$ 120.00	Ensured printing precision
Fire Suppression System	Inspection	20-Nov-2023	30-Nov-2023	Gina L. Rodriguez	Inspection checklist	Completed	$ 90.00	Checked and tested system components
Elevator System	Routine Check	2-Nov-2023	20-Nov-2023	Harry K. Thompson	Lubricants, safety check	Pending	$ 100.00	Checked and lubricated elevator
X-ray Machine	Calibration	8-Nov-2023	8-Dec-2023	Irene P. Martinez	Calibration tools	Completed	$ 200.00	Verified accurate X-ray readings

Overdue [6]	
Laboratory Analyzer	[1]
Elevator System	