



FREE Packaging Machine Maintenance Checklist

Daily, Weekly, Monthly, Quarterly & Annual Preventative Maintenance Checklist

Machine Name: _____

Machine Type: _____

Asset ID: _____

Location/Production Line: _____

Date: ____ / ____ / ____

Completed By: _____

Supervisor: _____

Daily Maintenance Checklist

Task	✓	Notes
Clean machine surfaces and remove residue	☐	
Remove dust and debris from sensors and moving parts	☐	
Inspect belts, chains and moving components	☐	
Check sensors and photo eyes are clean and aligned	☐	
Test emergency stop buttons	☐	
Inspect for air, hydraulic or oil leaks	☐	
Inspect electrical cables for damage or loose connections	☐	
Lubricate designated daily lubrication points	☐	
Run a short production test before operation	☐	
Record unusual noises or vibration	☐	

Weekly Maintenance Checklist

Task	✓	Notes
Inspect conveyor belts for wear or misalignment	☐	
Check rollers and bearings	☐	
Verify chain tension	☐	
Tighten loose bolts and fasteners	☐	
Inspect pneumatic hoses and fittings	☐	
Verify operating air pressure	☐	
Inspect safety guards and interlocks	☐	
Perform minor calibration checks	☐	
Inspect conveyor tracking and alignment	☐	
Update maintenance log	☐	

Monthly Maintenance Checklist

Task	✓	Notes
Calibrate sensors & weighing systems	☐	
Inspect bearings	☐	
Inspect drive systems	☐	
Check electrical terminals & wiring	☐	
Inspect motors for overheating	☐	
Check cooling fans & ventilation filters	☐	
Install firmware/software updates (if applicable)	☐	
Inspect wear parts for replacement planning	☐	

Quarterly Maintenance Checklist

Task	✓	Notes
Replace consumable wear components	☐	
Perform deep internal cleaning	☐	
Inspect motors under operating load	☐	
Inspect gearbox condition and oil	☐	
Verify machine output accuracy	☐	
Conduct performance testing	☐	
Check alignment of major assemblies	☐	
Review maintenance records for recurring issues	☐	

Annual Professional Service Checklist

Task	✓	Notes
Complete full equipment inspection	☐	
Replace worn or end-of-life components	☐	
Perform comprehensive electrical inspection	☐	
Test machine performance under load	☐	
Verify safety compliance	☐	
Check PLC, sensors and control systems	☐	
Confirm machine calibration	☐	
Review OEM service recommendations	☐	
Document service history	☐	

Maintenance Best Practices

- ☐ Follow manufacturer maintenance intervals.
- ☐ Use only recommended lubricants.
- ☐ Keep maintenance records up to date.
- ☐ Replace worn parts before failure.
- ☐ Stock critical spare parts.
- ☐ Keep the machine clean after every shift.
- ☐ Investigate unusual noises immediately.
- ☐ Train operators to identify early warning signs.
- ☐ Never bypass safety devices or guards.
- ☐ Schedule annual professional servicing.

Maintenance Record

Date	Work Performed	Parts Replaced	Done By	Next Service Due

Final Inspection Sign-Off

Machine Safe for Operation: ☐ Yes ☐ No

Technician Name: _____

Signature: _____

Date: ____ / ____ / ____